MSc Student Progress Tracking (Dr MacDermid -supervisor)

This form is to be completed (or updated) by the student prior to his/her Supervisory Committee meeting and sent to the committee before the meeting and reviewed at the meeting. This form is an augment, not a replacement to any forms required by the University. This is intended to ensure that the trainee, supervisor and committee members are clear on the training program and progress.

Student's Name:
Program Start Date:
Target Completion Date:
Supervisor: Dr. Joy Macdermid

Supervisory Committee:

Note: A minimum annual (spring) meeting with the Supervisory Committee is required. Meeting are required to review/approve the thesis plan and prior to defense, regardless of timing. When project design, progress or outputs would benefit from supervisory committee input, the committee or the trainee can request more frequent meetings. Where the committee decides that the trainees' performance is marginal or unacceptable, then more frequent meetings will be needed.

Organization of meetings (planning, agendas, minutes) and presentation of progress is the responsibility of the trainee. Trainees should circulate agendas and reading materials at least one week prior to the meeting; and minutes with this document updated one week after.

Timeline for Key Milestones		Achieved
TASK	**DATE EXPECTED**	
Entry to Program	September, 20	
Funding Application Plan	September, 20	
Program Plan with supervisor (courses, thesis topic)		
Supervisory Committee Meeting: Review of Study Plan		
Required Courses Complete		
Thesis plan approved by supervisory committee		
Thesis Component 1		
Thesis Component 2		
Add additional components if applicable		
Thesis Written		
Thesis Defense		

Methods/Content Development Plan (add term/year) *			
Note the student or supervisor may identify courses needed to develop research methods, technical skills or content knowledge. Masters students are expected to develop basic research skills, and deeper research skills and content knowledge related to completion of their thesis.			
Method/Skill Needed	**Formal (Courses)**		**List Other training (non-credit courses, research exchanges etc.)**
Basic research design		Year	
Basic statistical analyses (if not completed prior)			
Content Course			
List Other			
Seminar Course			
Seminar Course			

*Know you course requirements and make sure they are completed

For example, in PT Field for MSc

1. Three 0.5 credit mandatory course credits
   Quantitative (9601) or Qualitative (9602) or equivalent
      necessary background in pre- or co- requisites (e.g. 9515- statistics)
   Field-based course or equivalent
   Elective (recommended by advisory committee)

2. Seminar Attendance
   HRS Common Seminar — 1 year
   Attendance at field-based seminar — 1 year

Teaching assistantship/Educator Role Development		
Tracking your education roles will be useful when you apply for jobs. If you have a chance to be evaluated save or summarize, they may come in useful.		
Skill/Experience	**Formal (Course)**	**Experiential/TA/Informal**

Funding Status: ☐ Internal   ☐ External (complete info below if applicable)

External Funding You are funded by the university (which is government funded) and your supervisor. You can enhance your funding and career success by receiving competitive funding.			
Source	**Target**	**Application date**	**Status**
External funding Agency			
Results			

OVERVIEW OF THESIS PLAN (manuscript thesis)- subject to change as plan evolves.

Areas of research interest:

THESIS TITLE:		
Thesis Focus:		
Title of Manuscript or Research Question	**Study Design/ Key Content**	**Status**
1.		
2.		

BRIEF PROGRESS UPDATES (complete at least once every 3 months with supervisor). Insert dates of committee meetings, and use committee agenda/minutes form for detail of committee meetings		
Date	**Current work being completed**	**Next Steps**

Committee meeting preparation
1. Book meetings well in advance, it can be difficult to get committee members together. Generally, you want to obtain a few 2 to 4 options of time availabilities from Margaret, keeping in mind the other responsibilities and availability of committee

members. Send out our request to committee members with these options. Repeat iteratively as needed to secure a date. The earlier you do this in advance the more likely you will be successful in obtaining a consensus time

2. Send any documents that the committee is expected to discuss ahead of the meeting. One week may be enough for small documents or updates on previous manuscripts. Two weeks is preferable for manuscripts.
3. Provide an agenda, Either at the meeting or prior to the meeting. Please use the form provided for that purpose.
4. Send documentation of your progress prior to the meeting including your updated training plan and self-evaluation of your competency using the forms provided. This will make discussion of these more efficient at the meeting.
5. Complete the University committee meeting form and print or send an electronic version prior to the meeting. Your supervisor will complete their portion about your progress at the meeting in front of you. Advisors sign after those elements are completed. You may do this in paper or electronic version. The electronic version saves paper, but you must send your completed portion to the supervisor to do online at the meeting if you wish to submit an electronic version. In the electronic version your supervisor must sign last as that locks the form.
6. During the meeting record committee recommendations, discussion items and define specific next steps including what dates these will compete completed. Record these on the agenda form which will become your minutes of the meeting.
7. Circulate the minutes of the meeting to the committee with a request for any errors or omissions to be clarified.
8. Once the process is complete provide the graduate student office with your committee form, progress update, and the minutes that include action items/minutes as completed. You may append the competency evaluation completed by you and your supervisor.

TRACKING of THESIS papers (when writing)

Component	Tracking Timelines: Insert date completed							
	Ethics	Data Collection Start	Data Complete	Analysis Complete	Draft to Supervisor	Draft to Committee	Revision Returned by Committee	Revisions Complete
Chapter 1 - Lit Review								
Paper 1								
Paper 2								
Final Chapter								

Training Outputs:

List of manuscripts:

In progress:

Submitted:

Published: