

## ANNUAL PROGRESS REPORT FOR DOCTORAL STUDENTS

### Department of Health, Nutrition and Food Sciences Florida State University

Student: \_\_\_\_\_ EMPLID: \_\_\_\_\_

First Semester in Program: \_\_\_\_\_ Expected Graduation Semester: \_\_\_\_\_

Year of Current Evaluation: 2025-2026 Major Professor(s): \_\_\_\_\_

Students are to be evaluated based on their stage in their degree program. Progress is assessed by the information turned in by the student (updated CV, teaching and research statements), SPCI, and supervisor's evaluation of teaching performance. Based on the evaluation of information the appropriate box is to be marked. Supporting material(s) need to be submitted by the student to the major (or co-major) professor(s) by May 1st of each year. A copy of the completed and signed report is submitted to OASIS 1) before the end of classes of the graduating semester or 2) July 1st if the student is continuing in the same program. The major professor (co-major professors) should also submit a completed and signed copy to the student.

	<b>Needs Improvement / Not uploaded/Not yet applicable</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>
<b>1) Current CV</b> - Updated each year and turned in by May 1 <sup>st</sup>			
	- CV not on file with the major professor <i>or</i> - Low quality, e.g., Poorly formatted Lack of information Lack of detail Unnecessary information	- CV on file with major professor - Complete information	- Up to date and thoroughly edited/organized with currently accepted formatting
<b>Comments</b>			
<b>2) Grant                      applications with                      major prof. (e.g.                      pre-doctoral                      research grant)</b> - Will be evaluated in 3 <sup>rd</sup> or 4 <sup>th</sup> yr			
	- Grant not uploaded <i>or</i> - Low quality, not suitable for submission	- Grant that is appropriate to the student's program of research - Ready for submission	- Grant that is appropriate to the student's program of research that was submitted and/or funded

<b>Comments</b>			
<b>3) Manuscripts with major prof. (consider the impact of their research projects)</b> - 1 <sup>st</sup> yr: Data collection - 2 <sup>nd</sup> yr: one or more manuscripts submitted - 3 <sup>rd</sup> & 4 <sup>th</sup> yr: one or more manuscripts published			
	- No research activities (1 <sup>st</sup> yr) - One (2 <sup>nd</sup> yr) or fewer than two (3 <sup>rd</sup> & 4 <sup>th</sup> yr) manuscripts submitted to a peer-reviewed scientific journal	- Data being collected (1 <sup>st</sup> yr) - At least one (2 <sup>nd</sup> yr) or two (3 <sup>rd</sup> & 4 <sup>th</sup> yr) manuscript(s) submitted to a peer-reviewed scientific journal	- At least one manuscript accepted (in press) (1 <sup>st</sup> yr) - More than two papers published by a peer-reviewed scientific journal (3 <sup>rd</sup> & 4 <sup>th</sup> yr)
<b>Comments</b>			
<b>4) Research presentations (oral or poster) at a national or international professional conference (2<sup>nd</sup> thru 4<sup>th</sup> yr)</b>			
	- Fewer than two research presentations accepted or presented at a national or international professional conference	- At least two research presentations accepted or presented at a national or international professional conference	- Received an award (that was part of a competitive process, e.g., best presentation, best paper, travel) from a professional or scientific association at the national or international level
<b>Comments</b>			
<b>5) Awards/Scholarships</b>			
	- At least one award or scholarship application submitted	- More than one award or scholarship application submitted	- At least one award or scholarship received
<b>Comments</b>			
<b>6) Statement of Program of Research Should be refined each year and turned in by May 1<sup>st</sup></b>			
	- Program of Research not handed into major professor <i>or</i> - Poorly written or organized	- Program of Research handed in with adequate writing	- Focused program of research with exemplary writing and organization

		- All elements present, a clear statement of research.	
<b>Comments</b>			
<b>7) Evidence of successful teaching in a face-to-face or online format (if student was an instructor of record)</b>			
	- SPCI mean rating of < 3.0 (if student was an instructor of record)	-SPCI mean ratings of >3.0 (if student was an instructor of record)	- SPCI ratings of >4.0 (if student was an instructor of record) - Nomination for teaching awards - PIE Teaching Training Recognition
<b>Comments</b>			
<b>8) Statement of Teaching Philosophy Should be refined each year and turned in by May 1<sup>st</sup></b> - 1 <sup>st</sup> yr for TA - 3 <sup>rd</sup> & 4 <sup>th</sup> yr for all others			
	- Statement not handed into major professor <i>or</i> - Low quality, not suitable for submitting with a job application	- Statement handed in to major professor with adequate writing - All elements present, clear statement of teaching philosophy	- Exemplary writing and organization
<b>Comments</b>			
<b>9) Evidence of service to the Department, College, University, or professional organization</b>			
	- Not a member of at least one national professional / scientific association - No events / activities	- Member of at least one national professional / scientific association - Average of at least one service event/activity	- More than one event / activity (per year) <i>or</i> served as a journal reviewer-in-training <i>or</i> reviewer for conference presentations
<b>Comments</b>			
<b>10) Other career-related activities</b>			
	- Little or no activity	- Active in career-related activities/service in community	- Active in career-related activities/service in community and evidence of leadership

		(e.g., service award, officer, etc.)
<b>Comments</b>		

**Additional Comments:**

**Overall Status of Student’s Progress for the Current Academic Year (Required):**

<b>Unsatisfactory</b>	<b>Cause for Concern</b>	<b>Satisfactory</b>

**Scholarly Engagement for the Current Academic Year (Required):**

<b>Yes</b>	<b>No</b>

**Overall Status of Student’s Progress for Entire Time in Program (Required):**

<b>Unsatisfactory</b>	<b>Cause for Concern</b>	<b>Satisfactory</b>

Signatures below indicate that this progress report has been reviewed by both the student and the (co-)major professor(s) together. If signed and dated digitally, it must be through FSU DocuSign with verification page(s) attached.

Student: \_\_\_\_\_ Date: \_\_\_\_\_

(Co-)Major Professor: \_\_\_\_\_ Date: \_\_\_\_\_

(Co-)Major Professor: \_\_\_\_\_ Date: \_\_\_\_\_

Initial of OASIS Staff Member: \_\_\_\_\_ Date Rec in OASIS: \_\_\_\_\_

To meet the Scholarly Engagement requirement, doctoral students should interact with faculty and peers by attending seminars, symposia, and conferences and engaging in collaborative study and research beyond the university campus. The goal is to prepare students to be scholars who can independently acquire, evaluate, and extend knowledge, as well as develop themselves as effective communicators and disseminators of knowledge. The purpose of the Scholarly Engagement requirement is to ensure that doctoral students are active participants in the scholarly community. See the Annual Doctoral Student Evaluation Form for details.