

Graduate Student Annual Report: Academic Year 2007-2008
Department of Anthropology, University of Florida

DUE DATE: APRIL 15, 2008

Name _____ UF ID _____
Subfield _____ Track _____
Date of Matriculation _____
Cum. GPA _____ Committee Chair _____
Total Credits _____ Committee Members _____
Incompletes _____
Dual-Degree program _____

Record of Milestones

MA Committee Finalized _____ Ph.D. Committee Finalized _____
MA Comprehensive Exam _____ Ph.D. Qualifying Exam _____
MA Degree Awarded _____ Field-/Labwork Completed _____
Certified to Ph.D. Program _____ Ph.D. Defense _____

Accomplishments

(Attach a list of itemized accomplishments made between April 16, 2007 and April 15, 2008. Omit categories for which you have nothing to report this year)

1. Teaching accomplishments (TA/TO assignments; outside teaching; tutoring; course development)
2. Publications (distinguish peer-reviewed from non-peer-reviewed; provide full bibliographic details including page numbers)
 - a. in print
 - b. in press
 - c. submitted
3. Presentations (provide title, authorship, organization, dates, and meeting venue, and whether paper was invited or contributed)
 - a. professional conferences and meetings
 - b. other (not including in-class presentations)
4. External (non-UF) Grants (provide grant title, co-P.I. details if applicable, name of funding agency, and amount awarded/requested)
 - a. submitted
 - b. funded
5. Fellowships/Awards/Prizes (including internal [UF] funding)
6. Service
 - a. Department/College/University
 - b. Profession
7. Other accomplishments

Instructions for filing: mail or fax one copy of this report to your committee chair and one copy to the Graduate Program Assistant, Rhonda Riley, by April 15, 2008. Keep a copy for your files.

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Instruction Sheet

The Department of Anthropology adopted a “Graduate Student Evaluation Procedure” in October 2007 that requires annual self-reporting of graduate student accomplishments to the department and an annual evaluation of progress of all graduate students by subfield faculty. The self-report is an important means of assessing student progress and accomplishments by the supervisory committee chair for use at the subfield evaluation meeting.

The Graduate Student Annual Report details milestones and accomplishments for the period of April 16 of the previous academic year to April 15 of the current academic year. It is due on April 15 of each year.

The report consists of two parts. The first is the pre-printed form that is the first page of this document. The form should be printed and can be filled out by hand if necessary; please make sure your writing is legible. The second part is the list of your accomplishments, numbered according to the categories on the previous page. That part is to be prepared on a word-processor and attached to your filled-out form. For the Accomplishments section, please be as specific and detailed as possible in your report. This instruction sheet can be discarded.

The Milestones section requests the dates of events that cumulatively track your progress. The dates should be in month/year format (e.g., 09/07) or semester year (fall 06). Please provide your best estimate for such milestones as “MA Committee Finalized” and “PhD Committee Finalized.” Much of this information is available on your current transcript (on ISIS) and the Graduate Information Management System (GIMS) database. To access GIMS records, click on MyUFL from the UF home page (www.ufl.edu). After signing in on MyUFL with gatorlink ID, go to Quick Links on the menu on the left and then to GIMS.

Date of Matriculation: Indicate the semester/year you entered the Anthropology Graduate Program. Do not enter the dates for matriculating into the UF BA program or any other graduate programs.

Subfield: Enter Archaeology, Biological, Cultural, or Linguistics as your primary subfield.

Track: Enter Specialized (General; one subfield), Interdisciplinary (indicate second discipline), or Multifield Track (indicate second subfield).

Cumulative GPA, Total # of Credit Hours, Total # of Incompletes: This information is available online on ISIS. Provide the current GPA from your transcript on ISIS. Include NGR (no grade reported) grades with Incompletes. Credit Hours should include all officially transferred credits and all earned UF credits that count toward your degree in Anthropology. PhD students will include credits earned towards the MA. If you are in a dual-degree program, please indicate which one.

Committee Chair and Members: Fill in the information as it appears on the GIMS database, which is the official record. If that information is incorrect, you should contact the Graduate Program Assistant to have it corrected.

MA Comprehensive Exams: If your committee required a thesis and waived the written exam requirement, indicate N/A (not applicable or not required).

MA Awarded and PhD Qualification Exam Passed: These dates are available on ISIS and GIMS.

Field/Labwork Completed: This indicates the semester you returned from PhD fieldwork or otherwise finished the data-collection phase for your dissertation.

Be sure to keep a copy of your report for yourself because the Milestones section is cumulative. The Accomplishments section includes only information relevant to the reporting period.