

**University of Georgia  
School of Social Work  
Annual Progress Report for Doctoral Students**

**PART 1: BACKGROUND, COURSEWORK & DEVELOPMENT**

Name: \_\_\_\_\_ Today's date: \_\_\_\_\_

Name of major professor/chair or advisor: \_\_\_\_\_

Year you entered the PhD program: \_\_\_\_\_

Were you employed outside of the university in the past academic year? (Note year & number of hrs/wk)

\_\_\_\_\_

Were you on leave of any type in the past academic year? \_\_\_\_\_

**Please report the year, semester and earned grade for the required courses listed. If you have not yet completed these courses, please indicate the year and semester (F/S) you intend to complete them.**

Course	Year	Semester	Grade
SOWK 8127 History & philosophy of social welfare			
SOWK 8116 Quantitative research methods in social work			
SOWK 8176 Data analysis and statistical inference I			
SOWK 8417 Integrative seminar			
SOWK 8022 Social work theory			
SOWK 8166 Qualitative methods in social work			
SOWK 8186 Data analysis and statistical inference II			
SOWK 8417 Integrative seminar			

Course	Year	Semester	Grade
SOWK 8227 Social work education and pedagogy			
SOWK 8306 Doctoral research practicum			
SOWK 8315 Social work education practicum			
SOWK 8307 Doctoral research practicum			

Advanced Research Methods or Statistics Course	Year	Semester	Grade
Course name:			
Course name:			

If you have completed any other course work (independent studies, electives, etc.), please list them below:

Course Department & Name	Year	Semester	Grade

Please list any certificates outside of the School of Social Work you have completed or are pursuing (qualitative certificate, statistics certificate, etc.)

Certificate	Expected completion date

**During the past year, please report whether you have engaged in any of the following activities in any of your PhD related work by checking the box [x]:**

<b>Development</b>	<b>First time</b>	<b>Ongoing</b>	<b>No opportunity</b>	<b>Not interested</b>
<b>Research</b>				
Received training in the responsible conduct of research (CITI)				
Developed a coherent research question				
Wrote a comprehensive literature review				
Utilized bivariate descriptive and inferential statistical analysis				
Utilized multivariate statistical analysis				
Utilized advanced statistical analysis (HLM, SEM, etc.)				
Designed a research study				
Implemented a research study/design				
Increased proficiency of one or more analytical software tools (Nvivo, SPSS, STATA, etc.)				
<b>Scholarly development</b>				
Submitted materials to present at a conference				
Presented at a conference				
Delivered an oral presentation on research				
Wrote a manuscript for submission to a peer review journal				
Collaborated with others outside of the school of social work				
Wrote a grant proposal to a foundation, federal agency or internal award to UGA?				
<b>Teaching</b>				
Guest lectured/spoke in a BSW/MSW class				

<b>Development</b>	<b>First time</b>	<b>Ongoing</b>	<b>No opportunity</b>	<b>Not interested</b>
Taught a course within the BSW program at the school of social work				
Advised BSW students on matters outside the focus of required course work				
<b>Community outreach/engagement</b>				
Developed a partnership with community members to address social issues and/or conduct research				
Designed a program evaluation process				
Implemented a program evaluation				
Provided feedback to community stakeholders				
Wrote a report for community members/agencies				
Practiced clinically with supervision				
Clinically supervised other students				
Engaged in developing political advocacy skills				

**Please list any activities in any of your PhD related work not included above:**

<b>Other Activity</b>	<b>Description</b>

**The next section pertains to work usually completed following the first year of the program. If work in this section has not yet begun, please answer with “N/A” when necessary.**

	Year	Semester
Have you completed your program of study form?		
Who is your major professor:		

**If you completed the comprehensive exams, please list exam title, comprehensive exam committee and pass date:**

Exam title	
Exam committee members	1. (Chair/Co-chairs)
	2.
	3.
Optional	4.
Optional	5.
Pass date	

**If you have completed comprehensive exams, what is the remaining timetable for completion of the dissertation prospectus, including the target date for your next milestone? (Please indicate specific timelines for tasks and milestones.)**

**If you have completed the dissertation prospectus, please list dissertation prospectus title, dissertation committee, and expected defense date:**

Dissertation prospectus title	
Dissertation committee members	1. (Chair/Co-chairs)
	2.
	3.
Optional	4.
Optional	5.
Expected defense date	

**If you have completed the dissertation prospectus, what is the remaining timetable for completion of the dissertation, including the target date for your next milestone? (Please indicate specific timelines for tasks and milestones.)**

## PART 2: OVERALL PROGRESS

These are a set of questions that you should review and comment on before your annual progress report meeting. These should be used as a means of discussion with your chair.

1. Are you on track in terms of progress in the program? Please expand upon your response to provide support for your answer.

2. Please discuss your sense of the support you got from your major professor/chair or advisor. And also from your advisory/dissertation committee. Did you get the support you felt you needed? If not, please discuss what would be useful for you in the future.

3. What support do you expect to need from your major professor/chair in the upcoming year? Your advisory/dissertation committee?

4. Have you had any academic or professional concerns brought to your attention (academic standing, conflicts with peers/instructors/GA supervisors/committee members)? If so, how have you addressed them?

5. Are there any issues hindering your process in the program? Please identify.

6. Your goals for the upcoming year include:

7. To meet these goals what help/support/resources from your major professor/chair, committee, and/or the School of Social Work do you anticipate?



### **PART 3: RESEARCH, TEACHING & SERVICE ACTIVITY**

Please attach your CV to your progress report. The list below outlines items that may be placed in a CV. Example CVs, may be found on faculty member profiles [http://ssw.uga.edu/faculty/faculty\\_directory.html](http://ssw.uga.edu/faculty/faculty_directory.html)

#### **RESEARCH ACTIVITY**

1. **PUBLICATIONS.**  
List all publications that are currently in press or have appeared in print. Do not include published abstracts for paper/poster presentations at scientific meetings.
2. **MANUSCRIPTS UNDER REVIEW.**  
List all manuscripts that have been submitted for publication. Give authors, year, and title for each manuscript, as well as journal name.
3. **MANUSCRIPTS IN PREPARATION.**  
List manuscripts you are currently preparing or are helping to prepare for publication by giving the authors, and tentative title of the paper. In a few sentences, describe your contribution to the writing that has been accomplished. Be prepared to show all work completed to date for manuscripts in preparation.
4. **PRESENTATIONS AT INTERNATIONAL, NATIONAL OR REGIONAL CONFERENCES.**  
Give complete citation including presenter name, year, title of presentation, conference name, and geographic location. Include presentations already accepted or submitted for future meetings.
5. **ABSTRACTS.**  
List abstracts submitted (but not yet accepted) for future conference presentations.
6. **INVITED PRESENTATIONS.**  
These should include presentations of your research for brown bags, local groups, etc.
7. **OTHER RESEARCH ACTIVITY.**  
Describe all other research activities not listed above. Appropriate examples include: a) studies you designed or helped design, b) data you collected, c) materials, software, etc. which you prepared, d) data analyses you conducted, e) supervision activities of others related to research, f) literature searches/reviews, g) writing not described above, and h) any other research-related activities. This may include work you did with faculty via mentorship, fellowships or paid work.
8. **GRANTS.**  
List all grant proposals you submitted or grants you were awarded this semester. For each, list the following information: Year, title, granting agency/organization, and status (pending, funded, etc.).

9. **AWARDS**

Include any non-grant related academic or research awards

10. **AFFILIATIONS.**

Provide information on memberships in professional organizations including year joined and organization name.

**TEACHING ACTIVITY**

1. **COURSES.**

List any courses for which you have been the primary person responsible for teaching and where the course was taught. List number of students enrolled and semester it was offered. Provide a summary of your teaching evaluations.

2. **OTHER TEACHING OPPORTUNITIES.**

List other opportunities and your role. For example, if you were a teaching assistant or provided guest lectures, or had a teaching mentorship, list those activities.

3. **CONTINUING EDUCATION.**

List workshops that you conducted, number of participants, and evaluation of these workshops.

4. **RELATED ACTIVITIES.**

List and describe any other teaching activities such as attending workshops on teaching, preparing course outline for proposed course, etc.

**SERVICE/PROFESSIONAL DEVELOPMENT ACTIVITY**

List committees where you have served in the School and University and any other service activities in the larger community. List any professional development activities; these could include events that promoted engagement within the non-academic community, brown bag lunches you attended, colloquia for faculty candidates, special programs, etc.

**LICENSURE**

List any current licenses you hold (e.g. LMSW, LCSW), license number, and state of origin

**PART 4: MAJOR PROFESSOR (MP) FEEDBACK SECTION**

**Please use this section for any comments or additional information from the MP.**

**PLEASE SIGN AND DATE THIS FORM**

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Doctoral Student Date

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Major Professor Date