

MA Applied Linguistics (project) - Student Progress Report (Preamble)

Assessment of Student Progress

According to a new provision in the UVic Faculty of Graduate Studies Graduate Supervision Policy (Section 5.11), formal assessment of student progress must be carried out at least annually. Under this policy Linguistics graduate students meet with their supervisory committee to discuss progress in the program minimally once a year by the end of April. The supervisory committee may also have a follow up meeting. Around the same time, the student and their supervisor will prepare the attached progress report together, and submit it to the Graduate Advisor **no later than April 30**. The original report will be placed in the student's file within the department; copies will be given to the student and their supervisor.

Frequency of assessment

The FGS formal review process requires that your supervisory committee assess your progress to date as 'satisfactory' or 'unsatisfactory' on a measure of the factors outlined below. If progress is deemed to be satisfactory (see below), the next assessment is to be carried out one year later, at the end of the Spring semester (April). If progress is deemed to be unsatisfactory (see below), the student's progress will be assessed again at the end of the Fall term (December). Consistent with the FGS Graduate Supervision Policy (Sections 7-8), the committee will support students to achieve satisfactory progress, through regular meetings and consultation.

Unsatisfactory reports

Following an unsatisfactory report, the supervisor in consultation with committee members will establish a set of requirements and expectations attached to a concrete timeline for the student's work, with the understanding that these must be met by the following assessment (see **Appendix**). If the student meets these expectations, the student's progress will be deemed satisfactory. If the student does not meet these expectations, the student's progress will again be deemed unsatisfactory. Following two unsatisfactory reports, the supervisor may recommend that the student withdraw from the program. If the student does not withdraw voluntarily, the graduate advisor (together with the supervisor) may recommend to the Dean of FGS that the student be withdrawn for failing to meet academic standards (see FGS Graduate Supervision Policy, subsections 6.15, 7.16, and 12.3).

Written student feedback

The student may provide written feedback on the progress report. If you wish to do so, please send your feedback directly to the Graduate Advisor and/or chair within two weeks of receiving the report. The Graduate Advisor will then communicate with the student and the supervisor to discuss the student's options (see *Unsatisfactory reports* section above).

Summer funding allocations

Linguistics graduate students who are not externally funded (e.g. through SSHRC) and who meet the UVic funding eligibility criteria (<https://www.uvic.ca/graduatestudies/finances/home/retainfunding/index.php>) are eligible for summer FGS funding, when this funding is available. Summer FGS funding allocations will not be released until the Student Progress Report has been submitted. Late submission may result in the student not being eligible for summer funding.

MA Applied Linguistics (project) - Student Progress Report

Student information:

Student	
V#	
Start date	
Supervisor	
Committee member (if known)	
Additional member (if known)	
Project title (if known)	
External funding	

Review #: _____

Review period: _____

Basis for assessment:

1) Program requirements (see Linguistics Graduate Student Handbook for details)

	Satisfied?		(Expected) completion date	Optional comments
	Yes	No		
Course work completed				Required courses taken: Electives taken: Courses audited:
Enrolled in LING 598				
Project proposal defended				
HREB (Ethics) approval (if required)				Protocol #:
Colloquium requirement				Details:
Language requirement				Details (use space below if needed):

Additional comments on program requirements:

2) Scholarship/performance

	Satisfactory? (yes/no/n.a.)	Comments
Coursework grades		
Regular attendance at scheduled supervisory meetings		
Timely and satisfactory response to feedback from supervisory and committee as indicated by the submission of revised versions of work		
Progress towards completion of final project		
Contributions to scholarship, e.g. papers submitted for presentation/publication, papers presented/published, RA positions held, external awards applied for/received		
Contributions to teaching, e.g. TA/teaching positions within and outside the department, teaching-related professional development, guest lectures in department courses, evidence of excellence in teaching-related duties		
Regular attendance at departmental colloquia, research groups, and other events/initiatives		

Additional comments on scholarship/performance

Supervisors may use this space to elaborate on the points above.

3) Departmental, institutional, and professional service

Please use this box to note any contributions you made to the Linguistics department (e.g. WPLC editorial board, committee membership), UVic (e.g. GSS involvement), professional organizations (e.g. conference organization), etc.

4) Progress interruptions

Please use this box to note any interruptions to progress, including work terms, personal circumstances (e.g. health-related), etc.

5) Planned activities for the upcoming year

Please provide a timeline of activities you plan to undertake in the coming year, with approximate dates.

Overall feedback from supervisor/supervisory committee (including positive points and areas for improvement):

Student progress to date assessed as: _____
(satisfactory/unsatisfactory)

Your signature below signifies that you have read and understood the progress report and the recommendations of the committee.

Student Name

Student Signature

Date

Your signature below signifies that the progress report and the recommendations of the committee reflect the majority finding(s) of the committee.

Committee member	Name	Signature	Date
Supervisor			
Committee member (in the case of unsatisfactory report)			
Committee member (in the case of unsatisfactory report)			
Graduate advisor (in the case of unsatisfactory report)			

Appendix – Steps to be taken in the case of unsatisfactory assessments

Please attach this appendix to your progress report in case of an unsatisfactory report or, optionally, in case of an unsatisfactory assessment within the report.

Please outline what steps will be taken by the student and their supervisory committee to support the student to achieve a satisfactory report. Include dates, as appropriate.

Steps taken by student	Steps taken by supervisory committee