

**Part 1. UF Department of Geography - Program of Study**

Copies to: Department Guidance Committee, Student, Grad Coordinator

**REPORT OF THE GUIDANCE COMMITTEE – DOCTORAL PROGRAM**

See the Graduate Handbook regarding composition of guidance committee and deadlines for its formation.

Name \_\_\_\_\_ Student No. \_\_\_\_\_  
 Last First Middle  
 First Semester in PhD Program \_\_\_\_\_ Dept. \_\_\_\_\_ Major \_\_\_\_\_  
 Semester Year  
 BA/BS \_\_\_\_\_ Institution Year Major  
 Master of \_\_\_\_\_ Institution Year Major  
 Tentative Dissertation Subject \_\_\_\_\_

Will the student's research involve the use of  
 human subjects of human materials? Yes \_\_\_\_\_ No \_\_\_\_\_  
 warm-blooded animals? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_  
 or hazardous substances? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

I understand it is necessary to obtain institutional review and approval prior to initiating any research involving the use of human or animal subjects or hazardous materials.

(STUDENT'S SIGNATURE) \_\_\_\_\_ Mo./Day/Yr. \_\_\_\_\_

**DOCTORAL PROGRAM**

**PLEASE PRINT OR TYPE . Once Course Complete, include CH Earned and BOLD.**

Dept.	Course No.	Semester/year	Title	CH	CH Earned	Dept.	Course No.	Semester/year	Title	CH	CH Earned
<b>Required Courses:</b>						<b>External Courses - at least 9 credits</b>					
<b>Colloquium (4credit)</b>						XXX					
GEO	5920		Colloquium	1					Outside GEO	3	
GEO	5920		Colloquium	1					Outside GEO	3	
GEO	5920		Colloquium	1					Outside GEO	3	
GEO	5920		Colloquium	1		<b>Electives:</b>					
GEO	6118		Geographic Thought	3		XXX	6		Elective	3	
GEO/GIS/MET			Two Techniques - 6-8 credits	3		XXX	6		Elective	3	
XXX				3							
GEO	6161		Intermediate Quant Meth	3		GEO	7979		Advanced Research		
GEO			Advanced Quant Meth	3		GEO	7979		Advanced Research		
<b>GEO Course - at least 6 credits</b>											
			Department Course	3		GEO	7980		Doctoral Research		
			Department Course	3		GEO	7980		Doctoral Research		
GEO	6119		Proposal Writing	3		GEO	7980		Doctoral Research		

**A minimum of 39 of the 90 credit hours must be in geography (GEA/GEO/GIS/MET).**

<b>Course Credits Planned/Earned</b>	60
<b>Credit from Masters (max 30)</b>	30
<b>Total</b>	90

**Approval:** \_\_\_\_\_ Comprehensive exam areas: \_\_\_\_\_

(Please TYPE guidance committee member's names below signatures)

1. \_\_\_\_\_ The candidate expects to pass the Comprehensive Examination by: Semester/Year: \_\_\_\_\_

Chairperson: \_\_\_\_\_ Mo./Day/Yr. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_ Student Signature \_\_\_\_\_ Mo./Day/Yr. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

It is the Department of Geography's policy that dissertation drafts must be submitted to your advisor, then with their permission, to your committee. Once your entire committee has given you feedback that you have incorporated, and they have signed off on the defensible draft, only then may you may decide on a time and book the room for defense. Also, faculty are not available for summer defenses. Please sign below to acknowledge that you understand these policies

Date Last Checked GIMS: \_\_\_\_\_  
 Date Anticipate Graduation: \_\_\_\_\_

Student \_\_\_\_\_ Mo./Day/Yr. \_\_\_\_\_

# PhD Student Annual Activities Report

## Part 2. Progress towards the Degree (bolded items are only for students who are ABD)

Milestone	Information to Provide	Information
Hours from Master's program	# credits listed on transcript If non UF, have you requested (Y/N)	
Established committee	Date in GIMS	
Most recent committee meeting	Date (actual or projected)	
Comps – written and oral	Anticipated/actual month/year	
Proposal defense date	Anticipated/ actual month/year	
<b>Admission to Candidacy</b>	Date listed in GIMS	
<b>Colloquium presentation</b>	Actual date given or scheduled	
<b>Defense date</b>	Anticipated/actual month/year	

### Part 3. PhD Student Annual Activities Report

Question/request		Information/Answer	
<p>How many credits towards graduation in your current degree program have you accumulated? (hours from the master's program are included in this total on your transcript at the top).</p> <p>For which required courses do you have waivers in your file?</p> <p>Are you pursuing a minor or a special minor? If so, indicate which and list its title (copy directly from GIMS).</p> <p>If yes, who is the committee member designated in GIMS as being the representative of this minor and what is their department?</p> <p>Are you pursuing any concentrations or certificates? If yes, list which ones.</p>			
<p><b>ABD students: Have you submitted drafts of your papers to your advisor?</b> If yes, list the working title and when submitted. If no, list the progress you've made towards this goal. Paper 1? Paper 2? Paper 3?</p> <p>Paper 1:</p> <p>Paper 2:</p> <p>Paper 3:</p>			
<b>External Funding yes/no?</b>	<b>number of internal awards?</b>	<b>number of external awards?</b>	
<p><b>List any external funding for which you have applied and whether you have received it or not during year, 7/01/20xx to 6/30/20xx.</b></p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p>			
<b>Conference Attendance yes/no?</b>	<b>number of local/regional?</b>	<b>number of national?</b>	<b>number of international?</b>
<p><b>List name of conference and title of paper presented during 7/01/20xx to 6/30/20xx.</b></p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p>			
<b>Papers submitted/published yes/no?</b>	<b>number submitted?</b>	<b>number published?</b>	
<p><b>List title and journal citation during 7/01/20xx to 6/30/20xx.</b></p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p>			
<p><b>10. Our department policy is to submit dissertation drafts to your advisor first, then with their permission you can give to your committee. Once your entire committee has given you feedback that you have incorporated into your dissertation, and they have signed the Thesis Defense Clearance Form, you can proceed with scheduling a date, time, and room for defense. Also, faculty are not available for summer defenses. Please acknowledge that you understand these policies by writing "I understand these policies" in the space below.</b></p>			

## Part 4. Faculty Assessment of Progress

Name of Advisor or faculty providing assessment: \_\_\_\_\_

**Mark with X In terms of communication/meetings (frequency, quality, etc.) between myself and the student:**

I am satisfied

I am NOT satisfied and would suggest the following:

**Mark with X I currently rate the student's progress in their degree program as:**

- A. Satisfactory
- B. One semester behind where they should be
- C. Two semesters behind where they should be
- D. More than one year behind where they should be

If rated B, C, or D above, list why:

For ABD students, List the month/ year that you expect the dissertation defense

List the milestones you expect the student to complete prior to the end of the Spring 20xx semester.

- 1
- 2
- 3
- 4
- 5
- 6
- 7

**Signature of Faculty**

**Date:**