Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Coleman Lab Graduate Student Update (due May 15, Aug 15, December 15)**

**Instructions: Save this form. Rename it as follows: LastName\_Dec15\_2018\_graduate\_student\_report.doc**

**Email that file to me at** **rcoleman@csus.edu****. Keep an electronic version of this file; you will update it in the future. Do not erase old sections, e.g., thesis progress; rather, add to the end of that section.**

**Identification and Contact Info:**

 CSUS Student Identification (SID): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Current Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 CSUS Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Other Email addresses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Permanent mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Action This Semester:** Indicate any official action that you anticipate this semester, e.g., “I intend to have my advancement this semester”

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Status:**

 **Do not “guess” at the answers to the following questions. If you are unsure in any way about the answer, ask me.**

Program (e.g., MS EEC, MS no Concentration): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Semester you started your program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Last semester in your seven year limit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Do you have classified status? \_\_\_\_\_\_\_\_

 Have you advanced to candidacy? \_\_\_\_\_\_\_\_

 If so, date of advancement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 If not, expected date (month/year): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department policy requires you to advance within 4 semesters of the start of your program. If you have not done so, explain in the space below why not and what you intend to do about it.

 Expected date of graduation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Have you filled out a graduation application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Major advisor: Coleman

 Advisory Committee Members Confirmed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Advisory Committee Members Intended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 If your research involves handling animals in ANY WAY, you must have an Animal Care and Use Protocol.

 Does your research require an Animal Care and Use Protocol? \_\_\_\_\_

If yes, do you have one? \_\_\_\_\_

If yes, what is the number of the protocol? \_\_\_\_\_

Have you completed a lab safety form within the last year (this is a five page document)? \_\_\_\_\_\_

Have you completed your WPG requirement? \_\_\_\_\_ If so, how? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you read the Graduate Handbook within the last three months? \_\_\_\_\_\_\_\_\_\_\_\_\_

 **Courses:**

The program requires you to take 18 units of 200 level courses, but 30 units of coursework overall, which includes Bio 500 (only taken in the final semester). You must take at least one unit of 299 every semester, but you may only count 4 units of 299 towards your degree. Do not lump together courses, i.e., be sure to list out each semester the number of 299 units you took.

Course Units When taken

 \_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

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 \_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

**Grants/Scholarship/Awards: (cumulative – add to narrative from previous reports). Newest material goes first.**

1. List applications of all grants you have applied for. Include all the important details, ie. Title, amount, agency, date, status.
2. List details of grants you intend to apply for.

**Conferences: (cumulative – add to narrative from previous reports)**

1. List any conferences that you have attended along with details of any funding you received. Indicate if you attended, or presented an oral paper or a poster presentation. Provide the title and all the details, i.e., dates, location
2. List any conferences you intend to attend

**Manuscripts/Publications: (cumulative – add to narrative from previous reports)**

1. List any manuscripts you have submitted and their status.
2. List any manuscripts you intend to submit, coauthors and where and when you intend to submit them. It is expected that you will submit your thesis research for publication BEFORE you graduate.

[ ] Indicate here that you have read and understood this

**Teaching: (cumulative – add to narrative from previous reports)**

1. List any teaching activities you have participated in (this includes being a Tutorial Assistant, Lab Instructor, helping with a workshop, community service, etc)
2. List any teaching activities you intend to participate in.

**Thesis or Project:**

In approximately 200 words, what is the essence of your thesis/project?

How do you intend to fund this research?

**Progress (cumulative from the beginning of your Masters program)**

In approximately 400 words, what is the essence of your thesis/project?

How do you intend to fund this research?

File: RC:\csus\Graduate\_Student\_Report.docx

Version: December 9, 2018