

[Year] PhD Student Annual Review Improvement Plan

[Name]

Department of Computer Science
Texas A&M University

Progress on Coursework and Other Official Milestones

Status: [e.g. My GPA is [X.XX], I passed my qual in [S/F XXXX], I filed my degree plan in [S/F XXXX], I have completed all my coursework except XXXX XXX, I have completed my prelim in [S/F XXXX], I have submitted my proposal in [month, year] and it (has been / has not yet been) approved by OGAPS.]

Goal: [e.g. I will study and pass my qual; I will file my degree plan in [month, year]; I will take the courses XXXX XXX, ... in [S/F XXXX]; I will complete my prelim in [month, year]; I will submit my proposal in [month, year].]

Research

Status: [I have worked on the following topics in the past year and achieved the following results [papers/posters/software/hardware/patents]

Goal: [I will try to solve the open problem XYZ, research the problem XYZ, submit a paper on XYZ to the [conference/journal] in [month/year]. Typically, at least two submissions at good conferences or journals should be targeted. Address how you will achieve these goals and give timelines. Identify areas of weaknesses and how you plan to overcome these weaknesses.]

Professional Activities

Status: [In the past year, I have reviewed papers for the conferences XYZ, journals ABC, mentored the students DEF, written a proposal for XYZ, ...]

Goal: [I will join the professional society XYZ, I will review for the conference XYZ, journal ABC, etc.]

In general, you should identify areas where you need improvement, set goals and deadlines. All goals should be easily measurable by someone outside of your area of research.