

QUARTERLY ADVISING FORM

(Revised February 2009)

All Astronomy Graduate Students are to complete this form in consultation with their academic and or research advisor. **Advisors** – please email this completed form to the department office prior to the **end** of each academic quarter. Your email (from the advisor) will suffice as an electronic signature.

Students also have the option to speak with any member of the Astronomy Department Graduate Advising Committee as an additional resource.

Quarter: _____ Year: _____

Student's Name: _____

Advisor's Name: _____

Today's Date: _____

Applicable to all: (please enter text in corresponding text box provided.)

1. Describe current research progress. Discuss any updates and/or changes to any previously submitted timelines. (eg. From previous advising forms, qual plan etc)

2. Enter anticipated funding sources for next three quarters and note any uncertainties. Is Department action needed?

3. List milestones for next quarter (and beyond). Examples are: FLASH, Prelim Exam, draft paper, journal submission, Board Review, Qualifying Exam, Thesis update, Thesis Defense. Give approximate dates, if known.

4. What are your current priorities? Are you satisfied with your time management? Do you need further help in setting priorities and managing your time?

5. Feedback on adequacy of physical environment, as in office space, computers, furniture, general work environment.

6. Do you participate in some or all of the science discussion opportunities in the department? Do you have adequate opportunity to discuss your work, get feedback and advice, and practice communicating your ideas?

First and Second Year Students: [\(skip to #10 if N/A\)](#)

7. State progress/plans for finding a permanent research advisor.

8. Plans for making the ucolick network transition.

9. Classes

a. Feedback on classes during this quarter

• Describe progress towards completing all course requirements by end of 2nd year. List plan. Any problems?

Third Year Students / Qualifying Exam:

10. Please give anticipated date to take the Qualifying Exam. Note: the department norm is that it should be taken by the end of the third year.

Fourth Year Students and beyond:

11. Describe your plans to attend conferences and give talks during the next year.

12. Provide Thesis timeline update relative to what was presented at the Qualifying Exam.

Students preparing for job market:

- 13.** If applying for jobs in the near future, describe the strategy for your job search that you have worked out with your advisor..