

ANNUAL EVALUATIONS

At the end of every Spring semester, all doctoral students in Biomedical Sciences or BMS-Neuroscience Programs will meet with the Graduate Program Committee to review their progress and set goals for the coming year.

To facilitate this process, please prepare the following documents:

1. **Curriculum Vita**

<https://ocs.fas.harvard.edu/files/ocs/files/gsas-just-for-scientists-cvs-resumes.pdf> is a link to some excellent suggestions for building a CV and some sample CVs. Please consider this CV a “work in progress” that we can help you build as you move through the program.

2. **Program Requirements:**

Submit a 1-2 page document organized using the following subheadings. If you have not yet completed any of these elements, please include the subheading with N/A next to it.

- **Completed Course Work** (including grades and outside courses attended)
- **Proposed Courses** (include semester/yr. you plan to take additional courses, if applicable)
- **Supervisory Committee** (list names of committee members, date of last committee meeting, or anticipated semester of forming a committee)
- **Qualifying Exams** (include dates of completion of *oral exams* and *defense of proposal*, or anticipated semesters of completion of these two milestones)
- **Departmental Seminar** (Include date given or anticipated semester)
- **Journal Clubs** or other data clubs that you regularly attend
- **Publications**
- **Presentations**

3. **Narrative:**

A one page narrative summary of activities not reflected in any of the information above. This may include items such as (but not limited to):

- Brief description of current research progress (or rotations completed if you are a 1st year student)
- Goals for the coming year (required)
- Manuscripts in progress
- Grant proposals submitted
- Meetings or workshops attended