**2024 Doctoral Student Annual Report Process**

Complete the following steps in reporting progress/activity in the 2023 calendar year.

1. In consultation with Advisor/Chair, determine the Annual Review Committee member and schedule a meeting to occur not later than February 23, 2024 to review the Annual Report.

(The Annual Review Committee is comprised of the Advisor/Chair and either a dissertation committee member or a member of the doctoral committee.)

1. Student submits Report to Advisor/Chair before February 16.
2. Student meets with Advisor/Chair and committee member at the scheduled time to receive feedback on progress, and suggested revisions to the Report.
3. Full faculty review students' progress. *(If specific issues arise from the full faculty review that should be addressed, the Advisor/Chair should consult with the Department Chair and Graduate Director. Following that consultation, the Advisor/Chair should meet with the student to discuss the specific issues. The fact that a follow-up meeting with the student took place, along with the time/date, should be indicated in the comments section at the end of the report.)*
4. Advisor/Chair integrates into the Report those revisions coming from the student/annual review committee meeting and the faculty review.
5. The Advisor/Chair sends electronic version of the student's report to the Graduate Director. This electronic version indicates the Advisor/Chair's approval of the document (i.e., no signature is required).

Complete the annual review form for the immediate prior calendar year, not your cumulative time at USC. The only cumulative reporting is on pages 2, 3, 7, and 8-10.

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Department of Health Promotion, Education, and Behavior

**DOCTORAL STUDENT ANNUAL REPORT[[1]](#footnote-1)**

**Ph.D.**

**January 1, 2023 – December 31, 2023**

|  |  |
| --- | --- |
| **Student Name:** |  |
| **Preferred Email Address:** |  |
| **Current Mailing Address:** |  |
| **Date/Semester of Entry into the Program:** | mm/yyyy |
| **Current Year in the Program:** | year |
| **Full Time (Yes/No):** |  |
| **Advisor/Dissertation Chair:** |  |
|  |  |
| **Dissertation committee formed (Yes/No):** |  |
| **Program of Study/Dissertation Committee**   * **HPEB committee member:** |  |
| * **Outside member:**   + **Affiliation:** |  |
| * **Additional member:** |  |
| * **Additional member:** |  |
| **Qualifying Exam date (projected if not done):** | Mm/yyyy |
| **Program of Study approval date (projected if not done):** | Mm/yyyy |
| **Dissertation proposal defense date (projected if not done):** | Mm/yyyy |
| **Dissertation defense date (projected):** | Mm/yyyy |

**I DOCTORAL PROGRESSION**

1. **Coursework**

*List all courses taken since entry into the doctoral program, using the Graduate School program of study template. Explain any incompletes and your plans to finish the course.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course  (e.g., HPEB 810) | Course Title | Term  (e.g., Sp, Su, Fa) | Year | Grade |
|  |  |  |  |  |
|  |  |  |  |  |
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Explanation of Incomplete(s), if applicable:

1. Qualifying examination

*Describe progress toward your qualifying examination.*

1. **Program of study**

*Describe where you are concerning your program of study.*

1. **Dissertation proposal & defense**

*Describe where you are concerning the dissertation proposal or its defense. If applicable, provide details concerning your proposal topic, committee, ethics approval, stage of data collection, analysis, write-up, revisions, timeline for proposal and defense, etc. Describe your immediate plans for the next six months.*

**II. FUNDING AND AWARDS**

Describe in chronological order the funding, awards, and other recognition you have received in the last year, using the following categories:

1. **Teaching, Graduate, or Research Assistantships completed or in progress:**

*Provide a brief description of each activity and your role; indicate semester it took place. Funded research projects on which you worked but were not key personnel (i.e., Co-Investigator, key staff named in the original proposal) should be listed here. Comment on any special initiatives (e.g., lecturing).*

1. **TA, GA, and/or RA Support:**

*Provide the amount of TA, GA, and RA support (i.e., money received and hours per week) you have received in the last year up to and including the present semester, and for the upcoming academic year. Also indicate source (e.g., HPEB, other department, etc.).*

1. **Scholarships, Traineeships, and Other Funding for Academic Support:**

*Describe all sources you have applied for (both internal and external to the Arnold School of Public Health), whether you were successful, and the amount and terms awarded.*

1. **Research:**

*Describe information on any grant proposals submitted on which you played a role in proposal development (Funded research projects on which you worked but were not involved in proposal development should be described in section A). Use the following table as a template for each grant proposal submitted and awarded.*

|  |  |
| --- | --- |
| Title: |  |
| Funded By/Submitted To: |  |
| Grant Number (if funded): |  |
| Status (funded, pending, not funded) |  |
| PI: |  |
| Investigators: |  |
| Goal/Purpose: |  |
| Amount (Total): |  |
| Your Role: |  |

1. **Awards:**

*Describe any other awards or recognition received in the last year. Include awards for which you have been nominated but did not receive.*

**III. SCHOLARLY ACTIVITY**

Describe in chronological order your scholarly activities in the last year.

1. **Peer-Reviewed Publications:**

*Please provide the full citation for all publications on which you are listed as author or co-author, which were published, in press, in review/submitted, and in preparation.*

1. **Other Publications:**

*Please provide the full citation for any other print or electronic publications for which you were a contributing author. Please indicate publication type.*

1. **Presentations:**

*Please provide the full citation for all presentations at professional or scientific meetings for which you were an author. Please indicate if you were the presenter and the type of presentation.*

1. **Conferences and Seminars Attended:**

*Please include a listing of conferences and seminars attended, including date and venue.*

**IV. TEACHING**

Describe in chronological order your teaching experience and teaching development activities in the last year.

1. **Courses as Instructor, Co-Instructor, and/or Guest Lecturer:**

*Please list all courses in which you were the primary instructor and classes in which you served as a teaching assistant, including your role in the course. Include course number and name, class size, and semester/ year. Also list guest lectures or other teaching related activities you have provided; describe host class or other setting;*

1. **Teaching development:**

*Describe any participation in the Center for Teaching Excellence's Preparing Future Faculty program, other similar programs, or workshops. Also describe any formal or informal mentoring you have received from HPEB faculty or other faculty.*

1. **Teaching Philosophy:**

*If you have taught courses or conducted lectures, please provide one paragraph describing your teaching philosophy.*

**V. UNIVERSITY, COMMUNITY, AND PROFESSIONAL SERVICE**

Describe in chronological order service provided in the last year, using the following categories:

1. University Service:

*List participation on committees and in providing leadership for student organizations at the University, School/College, and/or Department level. Include dates of service and roles.*

1. Community Service:

*List service provided to community organizations or groups, such as volunteer service. Include dates of service and roles, including any leadership roles.*

1. Professional Service:

*Describe activities and roles serving in professional organizations, such as reviewing abstracts, reviewing manuscripts, reviewing grants. Include dates of service and roles, including any leadership roles.*

**VI. SUMMARY TABLE**

Provide number of activities for each category by year of doctoral program. Descriptions of each category are included in specified sections of the annual report (Sections II – V).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Professional Activities & Products** | | **2022** | **2021** | **2020** | **2019** | **2018** | **Total** |
| **Grants** | Submitted (as PI/PL) |  |  |  |  |  |  |
| Funded (as PI/PL) |  |  |  |  |  |  |
| Submitted (as Co-I) |  |  |  |  |  |  |
| Funded (as Co-I) |  |  |  |  |  |  |
| **Peer-reviewed publications** | 1st author, under development |  |  |  |  |  |  |
| 1st author, submitted |  |  |  |  |  |  |
| 1st author, published/in press |  |  |  |  |  |  |
| Co-author, under development |  |  |  |  |  |  |
| Co-author, submitted |  |  |  |  |  |  |
| Co-author, published/in press |  |  |  |  |  |  |
| **Conference presentations** | 1st author, abstracts submitted |  |  |  |  |  |  |
| 1st author, presentation |  |  |  |  |  |  |
| Co-author, abstract submitted |  |  |  |  |  |  |
| Co-author, presentation |  |  |  |  |  |  |
| **Teaching** | Invited presentations / seminars / guest lectures |  |  |  |  |  |  |
| Courses as Instructor or TA |  |  |  |  |  |  |
| **Service activities** | University/ASPH/HPEB |  |  |  |  |  |  |
| Community |  |  |  |  |  |  |
| Professional |  |  |  |  |  |  |

PI=Primary Investigator; PL=Project Leader; Co-I=Co-Investigator

TA=Teaching Assistant

**VII. DOCTORAL COMPETENCIES**

Below are listed competencies that are specific to the PhD program. For each competency, evaluate yourself on a scale of one to four (see below for response options). Also, provide a BRIEF description of how you have developed the competency (e.g., list specific course numbers, and describe relevant work, practice or research experience, even if the experience happened before entering the doctoral program).

**4: Excellent** = A range of experiences for developing the competency, with solid evidence for the high quality of the skill.

**3: Good** = noteworthy experiences practicing the competency, with reasonably sound competency.

**2: Needs improvement** = limited opportunities to develop the competency or limited ability, with a need for work.

**1: No opportunity** = Never had opportunities to develop the competency, with a definite need for work.

| **1. Identify individual, organizational, community and socio-cultural influences on health and health behavior** | **Self-rating**  **(1 – 4)** | **How have you developed this competency (specific course numbers, work experiences, etc)?** |
| --- | --- | --- |
| 1a. Understand and critically evaluate the literature examining factors that influence health behavior and health |  |  |
| 1b. Use ecological models of health and health behavior to identify and organize factors that influence health behavior and health |  |  |
| 1c. Be able to identify, operationalize, and contribute to the development of appropriate theories pertaining to behavior and behavior change |  |  |
| 1d. Be able to articulate and critique the meaning of general concepts prevalent in the public health literature (e.g., health disparities, social determinants of health, community based participatory research, socioeconomic status, race/ethnicity) |  |  |
| 1e. Justify selection of a health issue or population using compelling rationales and theoretical frameworks (e.g., health disparities, emerging health issues) |  |  |

| **2. Develop, implement and evaluate interventions at multiple levels to promote health** | **Self-rating**  **(1 – 4)** | **How have you developed this competency (specific course numbers, work experiences, etc)?** |
| --- | --- | --- |
| 2a. Understand and critically analyze approaches for improving population health |  |  |
| 2b. Conduct theory-based needs assessments and intervention research |  |  |
| 2c. Appropriately utilize community input and community mobilization for intervention research |  |  |
| 2d. Determine and utilize methods and strategies appropriate for working with diverse populations |  |  |
| 2e. Develop skills in designing intervention trials |  |  |
| 2f. Demonstrate skills in formative, process and outcome evaluation of interventions |  |  |
| 2g. Foster the translation of effective strategies to practice and policy |  |  |

| **3. Conduct rigorous and innovative social and behavioral science research relevant to public health** | **Self-rating**  **(1 – 4)** | **How have you developed this competency (specific course numbers, work experiences, etc)?** |
| --- | --- | --- |
| 3a. Demonstrate the ability to synthesize and apply scientific knowledge to the development of new conceptual models and/or research hypotheses |  |  |
| 3b. Utilize rigorous study designs, methods, and statistical analyses to examine factors at multiple levels (e.g., individual, interpersonal, institutional, community, public policy, media, and socio-cultural levels) that influence health behavior and health |  |  |
| 3c. Conduct research in accordance with ethical standards and in compliance with federal regulations |  |  |
| 3d. Select and apply appropriate qualitative and quantitative research methods to answer research questions |  |  |
| 3e. Select, adapt, and/or develop appropriate measures |  |  |
| 3f. Appreciate the history and philosophy of public health, health behavior, health education and health communication as well as understand similarities and differences of these disciplines from other social science disciplines |  |  |

| **4. Exhibit professional skills including scientific writing, oral communication, grant-writing, teaching, scientific service, and collaboration.** | **Self-rating**  **(1 – 4)** | **How have you developed this competency (specific course numbers, work experiences, etc)?** |
| --- | --- | --- |
| 4a. Serve as an expert social and behavioral scientist on a collaborative team of interdisciplinary investigators |  |  |
| 4b. Communicate effectively across disciplinary boundaries |  |  |
| 4c. Advocate on behalf of behavioral sciences in public health research and practice |  |  |
| 4d. Develop skills in providing and receiving constructive feedback on written materials |  |  |
| 4e. Develop skills in writing grant proposals |  |  |
| 4f. Develop skills in course preparation, classroom instruction and mentoring |  |  |
| 4g. Prepare manuscripts for publication |  |  |
| 4h. Give presentations in front of peers and at professional meetings |  |  |
| 4i. Communicate effectively with the media and public |  |  |

VIII. FUTURE PLANS

1. **Short-term Career/Professional Development Goals:**

*List at least three goals and the activities in which you will engage to achieve these goals over the next year. You can add more goals and activities to the table, as needed. Place an “X” to indicate the period in which you will engage in each activity (i.e., Jan – April; May-August; September – December).*

|  | **Definition of goals & activities** | **Jan - April** | **May - Aug** | **Sep - Dec** |
| --- | --- | --- | --- | --- |
| **Goal 1** |  |  |  |  |
| *Activities* |  |  |  |  |
| *Activities* |  |  |  |  |
| **Goal 2** |  |  |  |  |
| *Activities* |  |  |  |  |
| *Activities* |  |  |  |  |
| **Goal 3** |  |  |  |  |
| *Activities* |  |  |  |  |
| *Activities* |  |  |  |  |
|  |  |  |  |  |

1. **Primary Career/Professional Development Goals:**

*What is your current career goal (e.g., work in a research institution, professor in an academic institution, governmental agency administrator, leader of a non-governmental organization)? In your response, explain why this career path appeals to you. Also, describe any additional training or experience you will need to reach your career goal, including after graduation (e.g., post-doctoral training).*

IX. OTHER COMMITMENTS/CLARIFICATIONS

Provide any other comments you feel would be helpful to your advisor or the graduate director in evaluating your progress in the graduate program and advising you in this regard.

1. . Include updated CV along with this document [↑](#footnote-ref-1)