**Department of Electrical and Computer Engineering**

**Term Activity Report for MASc/PhD Students**

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| **LAST Name:** |  | **FIRST Name:** |  |
| **ID #:** |  | **Supervisor(s):** |  | **Program:** | [ ]  **MASc** [ ]  **PhD** |
| **Report Term:** | [ ]  **Winter** [ ]  **Spring** [ ]  **Fall**  | **Year:** |  |  |

This report must be completed by **all ECE MASc/PhD** students for every term that they are registered. Completion of this form is required by the Faculty of Engineering. The report is used to highlight to the ECE Graduate officer and/or the Graduate Studies Committee any issues that may have affected your academic and/or research performance. Add any additional pages if necessary. Both student and Supervisor(s) must sign the report on Page 2. Please submit completed and signed form to the appropriate Program Coordinator (MASc – EIT 3022, PhD – EIT 3156). Term Activity Reports are due the first Friday of the second month of each term by Noon (i.e. **Winter term – first Friday of June, Spring term – first Friday of October, Fall term – first Friday of February**). It is the student’s responsibility to ensure the completed activity report is received on time.

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| **Objectives for the current term:** Outline your proposed academic and/or research work (objectives, methodologies, milestones) for the term |
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**Summary of Activity in the Previous Academic Term**

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| **Term Progress:** Comment on the progress of your academic and/or research work during the term, referring to the objectives you set on your previous term report |
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| **Term Course Work:** List courses taken toward your degree requirements |
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| **Term Presentations:** List any presentations, formal or informal, delivered over the term. Indicate title, place and date |
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| **Authors, Paper Title, Conference/Journal Name, total pages - *Indicate full authorship (LIST ALL CO-AUTHORS IN THE ORDER AS IT APPEARS ON THE ACCEPTED PAPER*)** | **Date Accepted** |
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*\*Note: No papers ‘accepted’ in prior terms may be counted in subsequent terms.*

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| **Supervisor’s Evaluation:** Comment on the student’s academic and/or research performances over the Previous Term. It is in the interest of the student and the supervisor to give detailed information.  |
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| **Student Performance:** [ ]  Satisfactory [ ]  Unsatisfactory |

**Supervisor’s Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*The signature of the Supervisor certifies that all information included in this document (or attached) is correct.*

**Co-Supervisor’s Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(If the student has two supervisors, both supervisors must sign this report)*

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| **Student’s Comments/Rebuttal:** Include anything, positive or negative, that you feel has had an effect on your academic and/or research performance that should be brought to the attention of the ECE Graduate Officer and/or Graduate Studies Committee. You can also comment on anything your supervisor has mentioned above |
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S**tudent’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *The signature of the Student certifies that all information included in this document (or attached) is correct.*

**Associate Chair’s Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_