

Progress Support Plan (PSP)
The University of Wisconsin-Madison
Department of Animal and Dairy Sciences

Date of Meeting: _____ **Student's Name** (Last, First): _____

Year in Program: 2 3 4 5 6 or beyond

The Program highly recommends that the PI discuss progress with the student and the student's Mentor and Examination Committee (MEC) frequently to develop strategies to support progress before a PSP is implemented.

The purpose of this plan is to define areas of concern, gaps in performance, reiterate the Program expectations, and support the student in addressing these areas.

Areas for discussion (i.e. the student's ability to: set research goals and deadlines, plan to achieve goals and meet deadlines, obtain new knowledge of the disciplinary field, identify research problems and potential impacts of proposed research, synthesize relevant literature and outline knowledge gaps in the field, formulate research hypotheses, design experiments to test the hypotheses, interpret experimental results and troubleshoot potential problems, present scientific results with clarity):

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Observations and Details from Previous Discussions:

Step 1: Goals. List the goals (goals should be **specific, measurable, achievable, relevant, and time-bound**) to improve the above areas of concern.

1.	
2.	
3.	

Step 2: Action Plan. List behavior and/or process changes the student will implement to achieve these goals.

Goal	Behavior/Process Change	How to Accomplish	Begin Date	End Date
1.				
2.				
3.				

Step 3: Resources. List resources available to the student to achieve these goals (examples: lab mates, equipment, lab managers, departments, mental health resources, tutoring services, writing groups, etc.).

1.	
2.	
3.	

Step 4: Checkpoints. PI will provide feedback on progress to the student and Graduate Program Manager (GPM) as follows:

Goal	Follow Up Date	Follow Up Type (email/call/meeting)	Progress Expected (What should be completed?)	Notes
1.				
2.				
3.				

Step 5: Follow-up Schedule. The GPM will check-in with the student as follows:

Date Scheduled	Follow Up Type

Step 6: Final PSP Report. The PI will notify the GPM and the student of the outcome of the PSP within two weeks of the PSP deadline.

Timeline for Improvement, Consequences & Expectations. Effective immediately, the 60-day PSP begins. During this time, the student is expected to make regular progress on the plan outlined above. Failure to make satisfactory progress may result in disciplinary action, up to and including discontinuation in this program. Failure to make progress after the completion of the PSP may result in disciplinary action.

Signature of Advisor (PI)

Signature of Student