GRADUATE STUDENT ANNUAL REVIEW FORM

2023 – 2024 ACADEMIC YEAR

**Student Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Year of Study:** Choose an item.

**Advisor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part 1 - to the student:** This form is intended to summarize your accomplishments in the past year and indicate your plans for the coming year. Please complete, sign, and discuss this with your advisor. Continue on as many sheets as necessary. **Both you and the student will sign this form.**

|  |  |  |
| --- | --- | --- |
| **Milestones** | **Date Passed (Month, Year)** | **Semester Expected** |
| Departmental Qualifying Exam |  |  |
| Graduate Board Oral Exam |  |  |
| Written Proposal |  |  |

 **Responsible Conduct of Research Completed?** [ ]  **No** [ ]  **Yes When? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Expected Graduation Semester? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COURSES COMPLETED IN THE PAST TWO SEMESTERS:**

**WERE YOU A COURSE OR RESEARCH ASSISTANT? IF YES, HOW DO YOU THINK YOU PERFORMED IN THIS AREA?**

**PAPERS SUBMITTED OR PUBLISHED IN LAST YEAR:**

**CONFERENCE AND INTERNAL/INFORMAL PRESENTATIONS MADE DURING THE LAST YEAR:**

**RESEARCH ACCOMPLISHMENTS:**

**RESEARCH, ACADEMIC, AND OTHER GOALS IN THE COMING YEAR (advisor must agree):**

**ANY ANTICIPATED CHALLENGES OR OPPORTUNITIES FOR THE UPCOMING YEAR?**

**WHAT ARE YOUR LONG-TERM PROFESSIONAL GOALS?**

**YOUR COMMENTS:**

**ADVISOR’S COMMENTS:**

I have reviewed this document with my advisor and I have seen her/his comments.

Student signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year of Study: Choose an item.

Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part 2 - to the advisor:** This form is intended to guide a discussion with your student about their accomplishments, progress, and areas for improvement. This discussion is an opportunity to evaluate the student/advisor relationship and create a more effective research partnership. Below are several topics that should be covered in the discussion. Please think about these issues before meeting with the student. Space is provided for notes. **Both you and the student will sign this form.**

[ ]  **Research** (discuss as applicable: thesis topic, future publications, ability to conduct quality research, ability to think of and discuss new ideas, overall progress)

**Comments:**

[ ]  **Professionalism** (discuss as applicable: conduct, presentation skills, writing skills, communication skills, teamwork)

**Comments:**

[ ]  **Logistics** (discuss as applicable: graduation timeframe, future state of student funding, specific grant requirements, present funding, progress towards student’s post-graduate goals)

**Comments:**

[ ]  **Educational Progress** (discuss as applicable: academic progress, progress towards DQE or GBO, teaching opportunities, TA opportunities)

**Comments:**

[ ]  **Other** (discuss as applicable) – Unaddressed student or advisor concerns

Student signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_