



Graduate Student Annual Review Form

(to be completed by every graduate student and advisor each year)



ADVISORS: Please place a copy in your file, provide a copy to the student, and send a copy to the graduate coordinator only if the student has made unsatisfactory progress

This review must be completed by both student and advisor by MAY 25, 2018

(Any unsatisfactory reports are due to Dr. Anderson by May 29, 2018)

PART A

Students

- Please save this form with your name as the title before you start filling out the form.
- You should complete this form by providing the information in the appropriate place, attaching documents, and updating your resume as instructed below.

Student's Name [Click here to enter text.](#)
 Research or Teaching Advisor [Click here to enter text.](#)
 Date of Evaluation [Click to enter date.](#)

Degree [Choose your degree.](#)
 Semester & Year Started Degree [Click here to enter text.](#)

Attach a copy of your most recent transcript to this document
 Attach a copy of your most recent plan of study to this document
 Attach a copy of your resume updated for 2017 to this document
 Please highlight the following items in **BOLD**

- **Professional activities (journal papers, presentations, publications) for 2017**
- **Honors, awards, scholarships, or other forms of recognition received in 2017**

Describe the progress of your research and thesis/dissertation writing in 2017: [Click here to enter text.](#)

Describe your teaching activities in 2017: [Click here to enter text.](#)

List any extenuating circumstances during 2017 that may have hindered your progress: [Click here to enter text.](#)

Indicate if the following has been completed (yes or no). If no, then list a date or semester when you plan to have this completed.

ITEM	COMPLETED	DATE/SEMESTER TO COMPLETE
English language proficiency course passed	Choose.	Click to enter date.
Plan of Study approved	Choose.	Click to enter date.

Research proposal approved by your advisory committee	Choose.	Click to enter date.
Teaching experience obtained (Ph.D. requirement)	Choose.	Click to enter date.
Qualifying exam passed (Ph.D. requirement)	Choose.	Click to enter date.
Department Graduate Seminar class (PLNT or SOIL 5020) taken (give number of times taken)	Choose.	Click to enter date.
Professional Development Colloquium (SOIL 5131) taken	Choose.	Click to enter date.
Currently writing thesis or dissertation	Choose.	Click to enter date.
Review and revise your plan of study before the start of the semester you intend to graduate so that it exactly reflects in all details what is on your transcript	Choose.	Click to enter date.
Graduation forms completed		
• Revised plan of study submitted	Choose.	Click to enter date.
• Graduation clearance form submitted	Choose.	Click to enter date.
• Diploma application form submitted	Choose.	Click to enter date.

Once you have completed the information above and attached the required documents to the this file, you should send the entire file to your advisor. You are then ready to make an appointment with your advisor to have your annual interview.

PART B

All **faculty** are required to have an annual interview with each and every student listed as an advisee. Faculty should fill out the information below after meeting with the graduate student.

Address **areas of strength** (examples from areas such as courses, milestones completed, research, teach, or professional activity).

[Click here to enter text.](#)

Address **areas for growth and development** (e.g., development of research, writing, public speaking skills, teaching skills, improved course performance, or project outcomes) for the next year.

[Click here to enter text.](#)

Address **milestone to complete** (see suggestions above) and plans for the next year (e.g., courses and credit hours to complete, exams to complete, expected progress on thesis/dissertation/project, publications, or other professional activity).

[Click here to enter text.](#)

Provide **estimated Graduation Date** based on current degree progress [Click here to enter text.](#)

Has the student made satisfactory progress in 2017 (select one) **Choose.**

If the student has made unsatisfactory progress, outline the plan to remediate unsatisfactory progress in 2018.

[Click here to enter text.](#)

Signature of Advisor

Printed Name of Advisor

Signature of Student

Printed Name of Student

ADVISORS: please place a copy of this evaluation in your file and provide a copy to the student. Send a copy to the graduate coordinator only if the student has made unsatisfactory progress for 2017.

STUDENTS: please keep a copy of this evaluation in your personal records.