PART A: Student Self Report and Self Assessment (to be completed by the student)

1. List all course work completed during the last year with grade. A printed Plan of Study should be included.
2. List committees formed/ progress toward completion of Plan of Study and Research Proposal during the last year.
3. List all exams scheduled and/or completed (e.g., preliminary exam or final defense) during the last year.
4. Describe specific research progress accomplished during the last year including experimental design, set-up, data collection, etc. Provide a detailed timeline of required research activities required to complete your degree, including completed; in progress; and upcoming tasks.
5. Describe specific thesis/dissertation/manuscript (writing) progress accomplished during the last year. Provide a detailed timeline of required statistical analyses, and writing activities required to complete your degree, including completed; in progress; and upcoming tasks.
6. If applicable, describe GTA activities including teaching evaluations if available.
7. List assistantships/fellowships held during the last year.
8. List specific professional milestones and professional activity (e.g., presentations, publications, fact sheets, etc.) during the last year.
9. List honors, awards, competitive scholarships, or other recognitions during the last year.
10. List extenuating circumstances during the past year, if applicable.

Signature of Student and Date written review prepared: ____________________________

PART B: Elements of the Department Review (to be completed by the adviser)

1. Address areas of strength (examples from areas such as courses, milestones completed, research, teaching, or professional activity).
2. Address areas for growth and development (e.g., development of research, writing, public speaking skills, and/or teaching skills, improved course performance) for the next year.
3. Address milestones to complete / plans for the next year (e.g., courses and credit hours to complete, exams to complete, expected progress on thesis/dissertation, submission of peer-reviewed publications, presentation of research at scientific conferences, or other professional activity).
4. Provide estimated Graduation Date based on current degree progress.

Meeting with Student
Note the date of meeting, who conducted the meeting, and any additional notes from the meeting.

________________________________________

Signatures of Adviser, Graduate Program Coordinator, and Department Head and dates:

________________________________________

(Please provide a copy to the student and place a copy in student file)
Attachments:
Current Student CV: The current CV should contain this or additional information of academic and professional activity and accomplishments previous to the last academic year.

Student comments after the meeting: ____________________________

Adviser comments after the meeting: ____________________________