

# Graduate Student & Advisor Annual Review

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School of Aquatic and Fishery Sciences

## Purpose and Scope

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The purpose of these forms (3) is to provide guidelines for annual meetings between graduate students and their academic advisors and to standardize review practices across the School. The first two forms (Student & Advisor Annual Review) mainly serve to facilitate communication between student and advisor and can be adjusted to the needs of specific research groups. The first two forms should be made available to the student's committee for its annual meeting and kept on file by the advisor of the student. The third and final form is filled in by the committee and will be included in the student's file held at SAFS.

These annual check-ins should consist of three steps:

1. Independent reports
    - Student and Advisor both complete Annual Reports
  2. Student / Advisor meeting
    - Meet to discuss independent reports
    - Define specific goals for the next academic year including any planned exams
    - After meeting, the advisor will distribute both reports to Committee
  3. Committee meeting
    - Meet to discuss independent reports or distribute them electronically.
    - Revise and/or approve goals for next academic year
    - Committee discusses and completes the Annual Committee Meeting Report, and sends it to Student for a response.
    - Advisor files completed Committee Report with SAFS.
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# 1. Annual Student Report

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*To be completed by the student independently* | Name: \_\_\_\_\_

## A. Coursework completion

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List courses completed last year

## B. Degree Progress

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What is your progress relative to program milestones (including class requirements and exams completed, if applicable)?

*Circle (or underline) respective completed milestones*

M.S. Degree: Form Committee. Plan of Study. Committee Meeting. Thesis Proposal

Ph.D. Degree: Form Committee. Plan of Study. Committee Meeting. Qualifying Exam. Dissertation Proposal. General Exam.

## C. Professional Accomplishments

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Very briefly summarize your research activities from the past year.

List experiments completed and data collected

List peer reviewed publications, oral, and poster presentations.

List teaching, outreach, service, and professional development activities.

List awards.

## **D. Prior Goals and Objectives**

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What were your goals for last year?

Which goals were met, which have not?

## **E. Self-Evaluation**

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For last year's goals that were met, please mention any specific things that you feel were important to this success.

For last year's goals that were not met, why do you think this might be? What could help remove these barriers?

## **F. Comments for Advisor**

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Provide feedback for the advisor, including what worked well and what the advisor can do in the next year to help you succeed.

## **G. Future Goals and Objectives**

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Summarize your goals for each quarter of the coming year.

Summarize your long-term goals.

For the coming year, list any planned courses, exams, research proposals, manuscript submissions, presentations, teaching, etc.

## 2. Annual Advisor Report

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*To be completed by the advisor independently*

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Name: \_\_\_\_\_

Degree Program: PhD \_\_\_ MS \_\_\_\_\_

### A. Milestone Progress

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Have milestones been reached, and if not, why not?

### B. Achievement of last year's goals

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List last year's goals, indicating their achievement and any obstacles

### C. Summary evaluation for the student

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Is the student making satisfactory progress? (*circle response*)

Yes

Yes with reservations. Provide recommendations for improvement

No. Provide comments/reasons on back. The student should set up a time to meet with the Graduate Program Coordinator within one month from date of meeting. May result in probationary status in the program.

## **E. Goals for next year**

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List goals by quarter: research, course work, teaching, outreach, dissemination

Qualifying Exam Plan *(if applicable)*

1. When is the student planning on taking them, and what will be the format?
2. When should the student expect reading lists from the committee or other information to guide their studying?
3. What will each committee member plan on covering?

## **F. Self-evaluation**

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As a mentor, what seems to work and what could be improved upon

## **G. Student response**

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*This section is to be completed by the Student prior to distributing to the Committee (additional pages can be used)*

### 3. Annual Committee Meeting Report

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*To be completed by committee members (including advisor) after annual meeting, provided to the student for their response, and then submitted to SAFS by the advisor*

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Name: \_\_\_\_\_

Degree Program: PhD \_\_\_ MS \_\_\_\_\_

#### A. Forms available to the committee

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- Annual Student Report
- Annual Advisor Report

#### B. Summary evaluation by the committee

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##### We agree on the summary evaluation of advisor

yes  yes, with reservations (please specify)  no (please provide reasons)

##### We agree with the annual plan for next year

yes  yes, with reservations (please specify)  no (please provide reasons)



## Approved

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Chair \_\_\_\_\_

GSR \_\_\_\_\_

Member \_\_\_\_\_

Member \_\_\_\_\_

Member \_\_\_\_\_

Member \_\_\_\_\_

## Minority dissent:

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If committee member(s) disagree with the majority, please state reasons and sign.

Member \_\_\_\_\_

Member \_\_\_\_\_

## Student response:

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