Department of Teacher Education  
Annual Review for Ph.D. Students

Name of Student ___________________________  Year of Review: __________________

Name of Advisor ____________________________________________

Other committee members: ________________________________

The purpose of this review is to give you an opportunity to reflect on your professional progress toward the Ph.D. degree during the last academic year. An important part of this process is the chance to have an extended conversation with your advisor about accomplishments and future plans.

There are three stages in the review, which should be completed in May 2011 or earlier.

1) First, complete this form and submit it to your advisor for review by Monday, May 2nd.

2) Second, have a meeting with your advisor to talk about the topics and issues addressed on the form. On the basis of that meeting, advisors will write a brief summary of the discussion, and you will both sign this form.

3) Third, make three copies of the materials. Submit the original materials to the PhD Office located in room 301F Erickson Hall. Please do so by May 13, 2011. You should keep one copy of the materials for yourself, and your advisor should also keep a copy.

The PhD Office will maintain a copy of each annual review in the student’s official folder for use in cases of nomination for fellowships, documentation for students’ progress, and for the student’s own review for purposes of assembling or updating a vita.

Section A (to be completed by the student)

I. PROFESSIONAL DEVELOPMENT. Write a brief integrative narrative describing your professional development this year. This description should place the experiences you delineate in section II within the context of your overall professional goals and concerns.
II. ACCOMPLISHMENTS. In each of the following areas, please provide a brief description of experiences and examples of your accomplishments this school year. In the ensuing discussion, compare this year with your previous year in graduate school, if applicable.

A. Courses taken, preliminary exams or comprehensive exams completed, or programmatic work (guidance committee, program plan, practicum, dissertation proposal, dissertation work) in progress. (Indicate grades received and status of incomplete or deferreds, if applicable. A brief plan of action for attending to the deferreds or incompletes should be included.)

B. Work-related experiences.

C. Papers and presentations.

D. Service (e.g., committee work).
III. AREAS OF GROWTH AND DEVELOPMENT

A. What are the areas in which you have developed and grown this year?

B. What are some areas that need improvement or development?

IV. FUTURE PLANS.

A. Plans for the next year such as courses, work experiences, etc.

B. Professional/personal concerns
Section B (to be completed by the advisor)

Summary of Conference (to be completed by advisor and student):

STATUS:  ___Progress Satisfactory  ___Consultation Required
         ___Plan Required  ___Review Required

___________________________________  ___________________________________
Signature of Student                        Signature of Advisor

Date ______________________