

Annual Student Progress Review
EPET Doctoral Program, MSU
2015-2016 Academic Year

Name _____ Advisor _____ Date _____

Entering (Month/Year) _____ Expected Graduation (Month/Year) _____

Purpose & Procedure

The purpose of this review is twofold. First, it is an opportunity to reflect on your progress towards your degree during the most recent academic year. Second, you have an opportunity to provide your advisor, guidance committee, and the program faculty with accurate information, so that they may fairly evaluate your progress in the program. Students are encouraged to connect with their advisor during this Annual Review time period and have an extended conversation focused on this year's accomplishments and plans for the coming year.

There are multiple stages in the review:

1) First, complete this form and submit it with attachments **no later than April 20, 2016**. To submit, go to the Desire2Learn (<https://d2l.msu.edu/>), select the *EPET PhD Students and Faculty* community, and then select the folder *2016 Student Annual Progress Review*. There you will find a drop box to submit your annual review materials.

2) Second, if you have questions about any aspects of the review, schedule a meeting with your advisor to talk about the topics and issues addressed on the form prior to **April 22, 2016**.

3) The program faculty will meet to discuss students' progress on **April 25, 2016**. Based upon the information you have provided, along with a transcript of your course grades, the program faculty discuss your progress.

4) Two outcomes are possible from this review: ***Satisfactory*** or ***Unsatisfactory Progress***. You will receive a letter summarizing the faculty discussion and our overall evaluation of your progress by **May 31, 2016**, pending any unforeseen issue(s)/complication(s). In the case of unsatisfactory progress, the letter will include an action plan with the necessary steps clearly outlined to regain satisfactory progress in the program.

5) Note: *Students deemed to be making unsatisfactory progress for two consecutive years may be dismissed from the program.*

6) The program 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.

I: Attachments

Please include the following with your review materials, either as appendices to this document, or as separate electronic attachments:

- Current Curriculum Vitae (C.V.). Link to C.V. on the Web preferred (or attach a PDF).
- Documentation of University-required Responsible Conduct of Research (RCR) training. Save a report of your 2015-2016 training activities from [RTTS](#) and attach. *Note: You must complete your minimum 3 hours of RCR training by August 15, 2015. Students in their first-year must complete a minimum of 5 hours. For annual review, submit report on the training you have completed, even if it is less than the minimum number of hours.* For more information on RCR requirements, go to <https://sites.google.com/a/msu.edu/cepse-rcr-resources>.
- Attach examples of work from courses taken in the past academic year. You are not required to submit an example from each course, but you must submit at least one example of your written work during the past year. Submitting two or three of what you consider your best work best meets this requirement.

II: Program Milestones

Using the date field, please indicate the date at which **you completed** each program milestone. If you have not yet completed the given milestone, please indicate the date **by which you expect to complete** the milestone.

Check, if Complete:	Milestone:	Date, Or Expected Date:	Date Noted on 2015 Annual Review: *
	Guidance Committee formed List Members: _____ _____ _____		
	Program Plan Filed:		
	Preliminary Exam Passed:		
	Research Apprenticeship Completed:		
	Comprehensive Exam Passed:		
	Dissertation Committee Formed:		
	Dissertation Proposal Approved:		
	Dissertation Defended:		
	Dissertation Completed:		
	Annual RCR Training (for this year):		

* Students completing their FIRST Annual Review should leave this column blank. Students who have previously completed an Annual Review should note the dates submitted as part of **their prior Annual Review**. The goal here is to document any changes in your progress and overall program plan (*e.g. for this 2016 Annual Review, students should note the dates submitted as part of the 2015 Annual Review*).

III: Teaching Experiences

Describe any teaching experiences you had during the review period. Include summary SIRS scores if available.

IV: Research Experiences

Describe any research experiences or projects you worked on during the review period.

EPET students are expected to attend at least 75% of our Brown Bag sessions. Please indicate (a) whether you met this expectation and (b) if you presented at one (or more) of the Brown Bags.

V: Scholarship

Provide APA references to any published scholarship, conference presentations, or works under review during the review period (Attach separate document if necessary).

VI: Goals and Self-Assessment

Provide a brief self-assessment outlining (a) your strengths, (b) weaknesses, (c) specific goals and future plans.

The EPET program aims to be inclusive of the varied professional goals and efforts presented by our Ph.D. students. The next three questions – one retrospective and two prospective – reflect this goal.

During the current review period, what accomplishments (e.g., scholarship, promotions, trainings, etc.) have advanced your professional goals/efforts? Please explain.

Please describe your future plans following graduation from EPET: (check all that may apply):

Possible Professional Future:	Check:
Work in a Tenure-Track Position Focused on Research	
Work in a Tenure-Track Position Focused on Teaching	
Teach at Post-Secondary Level (Non-Tenure Track)	
Work in a Leadership/Administrative Capacity (K-12)	
Work in a Leadership/Administrative Capacity (Post-Secondary)	
Work at a Small College/University in a Teaching & Administrative Capacity	
Other (please describe)	

In the coming year, what EPET-specific efforts or opportunities may further strengthen or develop your C.V. (e.g. teaching and/or research experience, presenting at a conference, publishing, grant application, etc.)?

VII: Additional Information

Provide any additional information you feel is missing in the sections above. Optional: If you have a website you would like to share with the faculty as part of your annual review, please provide the URL.
