

First-Year EPET Students,

It's time to pull together the materials for your Preliminary Examination and First Year **Review**. The Preliminary Exam is part of a broad assessment of first-year student progress called the First Year Review. (In subsequent years this assessment is known as the Annual Review of Student Progress.) The Preliminary Exam focuses on students' academic progress, including course grades, academic writing, and development of research interests. The First Year Review includes the Preliminary Exam, but also assesses other areas, including teaching and research work. For a complete description of the Preliminary Exam, reviewing procedures, and criteria, see the attached Policies and Procedures for the Preliminary Examination document, which comes from the EPET Program Handbook.

When

Submit your materials no later than **Monday, April 20, 2016**

Where

To submit your materials, go to the D2L group EPET PhD Students and Faculty (Educational Psychology and Educational Technology), then to the folder 2016 Student Annual Progress Review. There you will find a drop box to submit your materials

What

The following materials are required for your preliminary examination portfolio:

- Copies of the **major graded work from all first year courses** including papers, tests, and projects. If the instructor has written comments on the work, a copy of that work should be submitted rather than a clean copy.
- A **summary sheet** listing instructor feedback and grades specific to the works in the portfolio and final grades for all courses taken in the first year. The feedback listed should be the major comments on the papers (often written at the end), rather than the editorial comments written throughout. Other instructor feedback on the student's performance can also be listed. Feedback must be reported fully and verbatim.
- A **critique of an empirical study**. Students will be asked to critique empirical studies as part of their first-year courses. These critiques should be included in their portfolios.
- Students may include **other material** if it adds additional information about their academic progress.

Submit spring semester papers, etc. that you complete after the April 20 deadline as an addendum to your preliminary exam portfolio materials

You also need to submit, as part of your First Year Review, the following:

- Annual Student Progress Review form (attached)
- Current Curriculum Vitae. 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 5 hours of initial RCR training by August 13, 2016. For annual review, submit report on the training you have completed, even if it is less than 5 *hours*. For more information on RCR requirements, go to <https://sites.google.com/a/msu.edu/cepse-rcr-resources>.

You may organize/submit all of these materials as a single set¹; there is no need to distinguish between the Preliminary Examination components and other components for the First Year Review.

How

You have probably assembled some of this required material in your online Research Development Portfolio or other website. It's not appropriate, however, to post publicly instructor feedback and comments on your work. The best way to submit your materials is to create a folder containing the following files:

- Preliminary Exam Summary Sheet. This document should list grades and instructor feedback as described above and also serve as a "table of contents" for the rest of the materials you are submitting. It should list the names of files or links for documents that are online (e.g., your c.v.). This will be the file reviewers open first.
- Completed Annual Student Progress Review form.
- Additional files for your course work and other components listed above.

Compress/Zip the folder before uploading to the D2L dropbox. Alternatively, you can upload the individual files all at once to the dropbox.

If you prefer to organize your Preliminary Exam and First Year Review materials on an online site:

- Be sure that sensitive materials (e.g., your grades and instructor comments) are in a password protected area of your site
- Provide the link to your materials and password information in the Angel dropbox.

Questions

If you have questions, contact Alice Blake (blakeal1@msu.edu)