Graduate Student & Advisor Annual Review

School of Aquatic and Fishery Sciences

Purpose and Scope

The purpose of these forms (3) is to provide guidelines for annual meetings between graduate students and their academic advisors, and to harmonize the system across different faculty. 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. They 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 independently, then exchange
- 2. Student / Advisor meeting
 - Meet to discuss independent reports
 - Define specific goals for the next academic year
 - After meeting, distribute both reports to Committee
- 3. Committee meeting
 - Meet to discuss independent reports
 - Revise and/or approve goals for next academic year
 - Committee discusses and completes Annual Committee Meeting Report, and sends to Student for response.
 - Advisor files completed Committee Report with SAFS.

1. Annual Student Report

To be completed by the student independently

A. Coursework completion

List courses completed last year

B. Degree Progress

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

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

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
What were your goals for last year?
Which goals were met, which have not?
Which goals were met, which have not?

E. Self-Evaluation

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

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

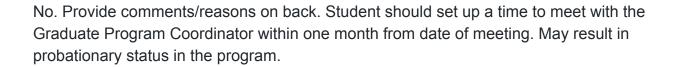
G. Future Goals and Objectives

Summarize your goals for each quarter of the coming year.

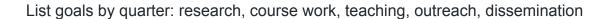
Summarize your long-term goals
For the coming year, list any planned courses, exams, research proposals, manuscript submissions, presentations, teaching, etc.

2. Annual Advisor Report

To be completed by the advisor inde	pendently
Student Name:	Date:
Advisor Name:	
Degree Program: PhD MS	<u> </u>
A. Milestone Progress	
Have milestones been reached, and	if not, why not?
C. Achievement of past ye	ar's goals
List last year's goals, indicating their	achievement and any obstacles
D. Summary evaluation fo	r student
Is the student making satisfactory pro	ogress?
Yes	
Yes with reservations. Provide recom	nmendations for improvement







F. Student response

This section is to be completed by the Student prior to distributing to the Committee

3. Annual Committee Meeting Report

To be completed by committe members (including a provided to student for their response, and then sub-	,
Student Name:	_ Date:
Advisor Name:	-
Degree Program: PhD MS	
A. Forms available to the committee	•
Annual Student Report	
Annual Advisor Report	
B. Goals for past year	
Achieved / mostly achieved / not achieved	
Comments by committee:	
C. Accomplishments by student	
Comments by committee:	

D. Goals for next year:
Comments by committee (with suggestions).
E. Summary evaluation by the committee
We agree on the summary evaluation of advisor
$\hfill \square$ yes $\hfill \square$ yes, with reservations (please specify) $\hfill \square$ no (please provide reasons)
We agree with the annual plan for next year
$\hfill \square$ yes $\hfill \square$ yes, with reservations (please specify) $\hfill \square$ no (please provide reasons)
We recommend the student to proceed?
$\ \square$ yes $\ \square$ yes, with reservations (please specify) $\ \square$ no (please provide reasons)
Approved
Chair
GSR
Member
Member
Member
Member

Minority dissent:
If committee member(s) disagree with the majority, please state reasons and sign.
Member
Member
Student response: