

# 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?

## **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 independently*

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

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

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

### A. Milestone Progress

---

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

### C. Achievement of past year's goals

---

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

### D. Summary evaluation for student

---

Is the student making satisfactory progress?

Yes

Yes with reservations. Provide recommendations for improvement

No. Provide comments/reasons on back. 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**

---

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

## **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 committee members (including advisor) after annual meeting, provided to 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

---

- 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

☐ 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)

### We recommend the student to proceed?

☐ yes ☐ yes, with reservations (please specify) ☐ 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:

---