

SAFS Graduate Student Annual Review

SAFS graduate students and their faculty advisers are strongly encouraged to check-in at least once annually to discuss the student's degree progress, review milestones/goals, and address any challenges that might emerge over the course of the degree work. This meeting provides an opportunity for both students and advisers to reflect on communication and engagement styles and needs (ie. timing of meetings, how to frame feedback, setting deadlines, etc.); mutual goals and external deadlines on finishing the degree; and how to balance personal health/life with studies and work responsibilities (ie. RA or TA).

In support of this annual meeting, there are three forms the student and adviser can use for planning and summarizing the meeting. These forms provide guidelines that help to standardize review practices across the School. 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 individuals and research groups. These two forms should be made available to the student's committee for its annual meeting and kept on file by the student's adviser. The final Annual Committee Meeting Report is to be completed by the committee and then submitted electronically here (or via email to safsadv@uw.edu) - the report will be reviewed by the SAFS Graduate Student Coordinator and then kept in the student's file.

Annual Review consists of three steps

- 1. Individual reports**
 - a. Grad Student completes FORM 1: Annual Student Report
 - b. Faculty Adviser completes FORM 2: Annual Adviser Report
- 2. Student / Advisor meeting**
 - a. Meet to discuss individual reports
 - b. Define specific goals for the next academic year including any planned exams
 - c. After meeting, Faculty Adviser will distribute both reports to Committee
- 3. Committee meeting**
 - a. Meet to discuss independent reports or distribute them electronically
 - b. Revise and/or approve goals for next academic year
 - c. Committee discusses and completes FORM 3: Annual Committee Meeting Report, and sends it to Student for a response
 - d. Faculty Adviser files completed Committee Report with SAFS Graduate Student Adviser

FORM 1. Annual Student Report

Grad Student: Complete this form independently then shared with Faculty Adviser at One-on-One Annual Review meeting

Name: _____ Faculty Adviser: _____ Date: _____

Degree Program: MS _____ PhD _____ Date of last Annual Review: _____

A. Coursework completion

List courses completed last year

<input type="checkbox"/> Q SCI 482	<input type="checkbox"/> Other: _____
<input type="checkbox"/> FISH 521	<input type="checkbox"/> Other: _____
<input type="checkbox"/> FISH 522	<input type="checkbox"/> Other: _____
<input type="checkbox"/> 5-TEEN: _____	<input type="checkbox"/> Other: _____
<input type="checkbox"/> 5-TEEN: _____	<input type="checkbox"/> Other: _____

B. Degree Progress

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

MS Degree – check completed milestones	PhD Degree – check completed milestones
<input type="checkbox"/> Form Committee	<input type="checkbox"/> Form Committee
<input type="checkbox"/> Plan of Study	<input type="checkbox"/> Plan of Study
<input type="checkbox"/> Committee Meeting	<input type="checkbox"/> Committee Meeting
<input type="checkbox"/> Thesis Proposal	<input type="checkbox"/> Qualifying Exam
<input type="checkbox"/> Other:	<input type="checkbox"/> Dissertation Proposal
	<input type="checkbox"/> General Exam
	<input type="checkbox"/> Other:

C. Professional Accomplishments

1. Very briefly summarize your research activities from the past year.

2. List experiments completed and data collected

3. List peer reviewed publications, oral, and poster presentations.
4. List teaching, outreach, service, and professional development activities.
5. List awards.

D. Prior Goals and Objectives

1. What were your goals for last year?
2. Which goals have been met, which have not?

E. Self-Evaluation

1. For last year's goals that were met, please mention any specific things that you feel were important to this success.
2. 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 the advisor, including what worked well and what the advisor can do in the next year to help you succeed.

G. Future Goals and Objectives

- 1. Summarize your goals for each quarter of the coming year.**

- 2. Summarize your long-term goals.**

- 3. For the coming year, list any planned courses, exams, research proposals, manuscript submissions, presentations, teaching, etc.**

Step 2. Annual Advisor Report

Faculty Adviser: Complete this form independently then shared with Grad Student at One-on-One Annual Review meeting

Name: _____ Faculty Adviser: _____ Date: _____

Degree Program: MS _____ PhD _____ Date of last Annual Review: _____

A. Milestone Progress

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

B. Achievement of last year's goals

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

C. Summary evaluation for the student

Is the student making satisfactory progress?

- ☐ Yes
- ☐ Yes with reservations - Provide recommendations for improvement:

- ☐ No - Provide comments/reasons*:

**The 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

Qualifying Exam Plan *(if applicable)*

1. When is the student planning on taking them, and what will be the format?
2. When should the student expect reading lists from the committee or other information to guide their studying?
3. What will each committee member plan on covering?

F. Self-evaluation

As a mentor, what about your current mentorship style appears to work and what do you think could be improved upon?

G. Student response

This section is to be completed by the Student prior to distributing to the Committee (additional pages can be used)

FORM 2. Annual Adviser Report

Faculty Adviser: Complete this form independently then shared with Grad Student at One-on-One Annual Review meeting

Name: _____ Faculty Adviser: _____ Date: _____

Degree Program: MS _____ PhD _____ Date of last Annual Review: _____

A. Milestone Progress

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

B. Achievement of last year's goals

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

C. Summary evaluation for the student

Is the student making satisfactory progress?

- ☐ Yes
- ☐ Yes with reservations - Provide recommendations for improvement:

- ☐ No - Provide comments/reasons*:

**The 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

Qualifying Exam Plan *(if applicable)*

1. When is the student planning on taking them, and what will be the format?
2. When should the student expect reading lists from the committee or other information to guide their studying?
3. What will each committee member plan on covering?

F. Self-evaluation

As a mentor, what about your current mentorship style appears to work and what do you think could be improved upon?

G. Student response

This section is to be completed by the Student prior to distributing to the Committee (additional pages can be used)

FORM 3. Annual Committee Meeting Report

Advisory Committee: Complete this form after annual meeting; share with student for response; then submit to the SAFS Graduate Program Adviser (iamsams@uw.edu).

Name: _____ Faculty Adviser: _____ Date: _____

Degree Program: MS _____ PhD _____ Date of last Annual Review: _____

A. Preparatory Materials

Student and faculty adviser will provide completed copies of the following forms to the committee ahead of the annual meeting:

- GSAR Student Report
- GSAR Adviser Report

B. Summary evaluation by the committee

1. Committee agrees on the summary evaluation of the adviser:

- ☐ Yes
- ☐ Yes with reservations - Provide recommendations for improvement:

☐ No - Provide comments/reasons*:

2. Committee agrees on the annual plan for the year following this review:

- ☐ Yes
- ☐ Yes with reservations - Provide recommendations for improvement:

☐ No - Provide comments/reasons*:

C. Committee Decision

Approval

Committee members: Sign here if you approve of the summary evaluation and annual plan for this student

- Chair _____
- GSR (*PhD students only*) _____
- Member _____
- Member _____
- Member _____
- Member _____

Minority dissent

Committee members: Sign here if you do not approve of the summary evaluation and annual plan for this student – please include reasons/justification below

- Member _____
- Member _____

Reason(s) for dissent:

D. Student response

Student: Include comments or response to committee report here