# **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 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 research groups. The first two forms 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

1. Student / Advisor meeting

* Meet to discuss independent reports
* Define specific goals for the next academic year including any planned exams
* After meeting, the advisor will distribute both reports to Committee

1. Committee meeting

* Meet to discuss independent reports or distribute them electronically.
* Revise and/or approve goals for next academic year
* Committee discusses and completes the Annual Committee Meeting Report, and sends it to Student for a response.
* Advisor files completed Committee Report with SAFS.

# **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?

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## **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? (*circle response*)

Yes

Yes with reservations. Provide recommendations for improvement

No. Provide comments/reasons on back. 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 seems to work and what 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)*