Graduate Student Annual Report Form 2014-2015

Name: ___________________________ Date: ___________________________

Date of Entry into Program (month/year): __________________________ Program __________________________

The annual review is meant to help you evaluate your performance on the four main responsibilities you have graduate school: (a) progress through coursework and the milestones, (b) research activities, (c) professional activities (i.e., your performance as an instructor, TA or RA), and (d) service. The ultimate goal is to help you build a skill set and a vita that are as strong as they could possibly be.

Here is the scale used by faculty to assess your progress:

<table>
<thead>
<tr>
<th>Rating</th>
<th>Label</th>
<th>Sample criteria (as they apply)</th>
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<tbody>
<tr>
<td>3</td>
<td>Commendable</td>
<td>a. Completes milestones early</td>
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<tr>
<td></td>
<td></td>
<td>b. GPA of 3 or better</td>
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<td></td>
<td></td>
<td>c. High research productivity (first authored and/or multiple acceptances in refereed, quality journal)</td>
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<td>d. Service showing leadership in field</td>
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<td></td>
<td>e. Superior teaching and/or TA performance</td>
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<tr>
<td>2</td>
<td>Satisfactory</td>
<td>a. Completes milestones in timely fashion</td>
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<td></td>
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<td>b. GPA of 3 or better</td>
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<td></td>
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<td>c. Moderate research productivity (submissions to refereed, quality journals, conference presentations, book chapters)</td>
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<td>d. Service to the department, the institute, the profession</td>
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<td></td>
<td></td>
<td>e. Satisfactory teaching and TA performance</td>
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<tr>
<td>1</td>
<td>Unsatisfactory</td>
<td>a. Does not complete milestones in timely fashion</td>
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<tr>
<td></td>
<td></td>
<td>b. GPA unsatisfactory (2.0)</td>
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<td></td>
<td></td>
<td>c. Low or no research productivity</td>
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<td>d. No service or counterproductive service</td>
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<td></td>
<td>e. Unsatisfactory teaching and TA performance</td>
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<tr>
<td>0</td>
<td>Grounds for</td>
<td>a. Missing milestones after probation</td>
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<td></td>
<td>termination</td>
<td>b. GPA unsatisfactory twice</td>
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<td></td>
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<td>c. No research activity</td>
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<td></td>
<td></td>
<td>d. Failure to meet teaching, TA or other obligations</td>
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<td></td>
<td></td>
<td>e. Unethical behavior</td>
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</table>

*aFor teaching performance: as based on student evaluations and/or DOTE; for TA: based on supervisor assessment.*
The information provided will be used to evaluate your performance and progress in the graduate program over the past year (from last year April 16 to this year April 15).

Instructions:
1. Please complete the following questions (directly on this form where possible, and by attaching documentation and/or extra pages where necessary).
2. Please also attach an updated copy (current through April 15) of your CV and a copy of the course checklist.
3. If you have been teaching, attach student evaluations.
4. After you have filled out the form, please meet with your advisor. Then, provide a complete and fully-signed-off copy of this report (and updated academic transcript) to the Graduate Coordinator via Jan Westbrook by 5 p.m. April 15. You should also make a copy for yourself and your advisor.
5. FIRST YEAR PROJECTS ARE TO BE TURNED IN TO YOUR ADVISOR AND 2nd READER BY APRIL 15th

In the space below, provide a brief descriptive summary of your accomplishments in research, teaching, and service during the past year. This will provide a context for your end-of-year evaluation.
A. Coursework and milestones:

Attach the course checklist and indicate what classes you will have completed by the end of this semester.

Overall Ph.D. Program Progress
Indicate which of the following program milestones completed since your last annual review:

- [ ] First-year project turned in to Advisor
- [ ] Master’s Thesis Proposal Meeting/Approval
- [ ] Master’s Thesis Final Defense
- [ ] Prelim Exams Passed
- [ ] Dissertation Thesis Proposal Meeting/Approval

GPA
What courses have you completed since your last annual review?

<table>
<thead>
<tr>
<th>Course/Semester Taken</th>
<th># of credit hours</th>
<th>Grade</th>
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</table>

Total # credit hours: __________  GPA in these courses? __________
B. Research Activities
1. Your CV should indicate all publications, presentations, awards, honors that you have received to date.
2. Research Activities since the last performance review.

a. List papers published or in press since the last annual review:
   1. Peer-reviewed journal articles

2. Book chapters

3. Proceedings and published abstracts

4. Other

b. List publications submitted since the last annual review:
   1. Peer-reviewed journal articles

2. Book chapters

3. Proceedings and published abstracts

4. Other

c. Presentations at conferences

d. Other (e.g. grants funded, supervision of undergraduate students in the lab, RA work outside your advisor’s lab…)
C. Teaching Activities

1. Courses and/or Labs taught since your last performance review:
   Number and name of courses (attach student evaluation for each course if applicable):
   Fall: ______________________________________________________
   Spring: ____________________________________________________

2. TA positions served during since your last annual review:
   Number and name of course(s) and major duties:
   Fall: ________________________________________________________
   Spring: ____________________________________________________

D. Professional development/Service Activities

1. Fully describe all professional honors, awards, and/or prizes received since your last performance evaluation (include title, organization/society awarding honor, other relevant information):
   ___________________________________________________________________
   ___________________________________________________________________

2. Indicate and describe any of the following activities you engaged in since your last performance review:
   External Professional/Service Activities:
   Election to professional national, regional, or state organizations
   
   Editorial Activities (e.g., guest journal reviewer, convention program reviewer, etc.)
   
   Appointment/service to professional national, regional, or state organizations
   
   Service to local community outside of the Institute (e.g., community presentations, workshops/invited lectures to local schools or organizations, nonprofit board service, etc.)
   
   Internal Professional/Service Activities:
   School of Psychology Committee membership (committee name, dates of service)
   
   College or Institute Committee membership (committee name, dates of service)
   
   Other (e.g., Invited lectures (e.g. Psi Chi), developing informal graduate student learning activities, etc)
Planning:
1. Does student want funding as a Departmental TA next year? _________
   If not, what is student’s current funding status?

2. Recommended student objectives for next year:
   a. Academic/Coursework:

   b. Research:

   c. Teaching:

   d. Professional/service:

   e. Other:

Student Signature: _________________________________________ Date: __________________________
Faculty Advisor Signature: ___________________________ Date: __________________________