

PHILOSOPHY DEPARTMENT

GRADUATE STUDENT ANNUAL REVIEW

To: Students

From: Randolph Clarke, Director of Graduate Studies

Subject: Annual Review of Graduate Students

At the next faculty meeting, the department will review the progress of all students. In order for our review to be accurate, we need information from you **as soon as possible**.

You will notice that there are two parts to the form: **(1)** the Annual Student Review Form, and **(2)** the Advisor/Mentor Review of Student Progress. At this time, I am asking you to complete the first part. Then e-mail the entire form (including the second part, which will be blank) to your advisor or mentor, and schedule a meeting with the advisor or mentor.

Meet with your advisor/mentor prior to the May 8th faculty meeting. You will then have the opportunity to respond to any issues raised, and this will result in the completion of Part 2. You should then make a copy of the completed form and deliver the original to Jeffrey Hinzmann, who will make it available for the May 8th meeting.

Please save a version of this document with Part 1 filled in for your own records. From this point on you will only have to update the material each year. This information is important as it becomes part of your permanent file.

Thank you for your prompt response.

Part 1: ANNUAL STUDENT REVIEW FORM

BACKGROUND INFORMATION	
NAME:	
TODAY'S DATE:	
TERM ENTERED PROGRAM:	
HOME ADDRESS:	
DEGREE(S) WORKING TOWARD	
COMMITTEE CHAIR/ADVISOR	
COMMITTEE MEMBERS (DEPARTMENT)	
COMMITTEE MEMBER - OUTSIDE REP.	
OTHER PROGAMS (IF ANY) YOU ARE ENROLLED IN	

ACADEMIC AND RESEARCH ACTIVITIES:	
Conferences attended during the past year	

<p>Presentations of papers or posters in the past year.</p>	
<p>Works in progress and/or publications (indicate status)</p>	
<p>Did you work on grant-funded research this year? (Mele)</p>	

GOALS FOR NEXT YEAR:

<p>What are your learning goals for next year?</p>	
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What courses do you plan to take in the fall?	
What are your teaching goals for next year?	
Seminar suggestions (list any topics that you would like covered in future graduate seminars)	

FORMAL RESEARCH REQUIREMENTS		
Master's Exam	Date Defended:	
Special Area Exam	Date Completed:	
PHD Prospectus	Date Defended:	
PHD Defense	Date Defended:	

TEACHING OR GRADING ASSIGNMENTS THIS YEAR				
Semester/ Year	Course	Instructor or Grader	Course Supervisor	Enrollment

Part 2: ADVISOR/MENTOR REVIEW OF STUDENT PROGRESS

IDENTIFYING INFORMATION	
ADVISOR/MENTOR NAME:	
TODAY'S DATE:	

REVIEW OF COURSEWORK/SCHOLARLY ACTIVITY	
Comments by Advisor/Mentor	

<p>Student Comments in response to Advisor/Mentor comments*:</p>	
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*students may comment after receiving feedback from the mentor/advisor

Advisor's/Mentor's Signature _____

Date _____

Student Signature _____

Date _____