

PHILOSOPHY DEPARTMENT

GRADUATE STUDENT ANNUAL REVIEW

To: Students

From: Jack Justus, Director of Graduate Studies

Subject: Annual Review of Graduate Students

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

You will notice that there are two parts of the form below: **(1)** the Annual Student Review Form, and **(2)** the Advisor/Mentor Review of Student Progress. There are three steps to complete. First, complete **(1)**. Second, e-mail the entire form (including the second part, which will be blank) to your advisor or mentor. Third, schedule a (virtual) meeting with your advisor or mentor.

At the meeting with your advisor/mentor (well prior to the faculty meeting in early May), you will have the opportunity to respond to any issues raised, and this will result in the completion of **(2)**. You should then sign and make a copy of the completed form and email it to myself <jjustus@fsu.edu> and cc Drew <Philosophy@admin.fsu.edu> with the title “SAR” by May 3 at the latest.

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.

Jack Justus

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 / RESEARCH ACTIVITIES:	
Conferences attended during the past academic year.	

<p>Presentations of papers or posters in the past year.</p>	
<p>Publications, works submitted for publication, and/or works in progress (indicate status).</p>	
<p>Did you work on grant-funded research this year?</p>	

<p>GOALS FOR NEXT YEAR:</p>	
<p>What are your academic goals for next year?</p>	

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

<p>FORMAL RESEARCH REQUIREMENTS</p>		
<p>Master's Thesis / Coursework completion</p>	<p>Date Completed:</p>	
<p>Special Area Exam</p>	<p>Date Completed:</p>	
<p>PHD Prospectus</p>	<p>Date Defended:</p>	
<p>PHD Defense</p>	<p>Date Defended:</p>	

TEACHING OR GRADING (OR RESEARCH ASSISTANTSHIP) 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 _____