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Annual Progress Review

for Doctoral and MFA Students
Template

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**Note:**

This template is intended to provide suggestions for how a program might design its own reviews. Because programs vary considerably, not all entries will be relevant and important for all programs, and programs may want to add items.

**The template, beginning on the following page, is designed to be customized by programs to meet their individual needs and preferences.**

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Template last updated: October 5, 2021

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Annual Progress Review

for Doctoral and MFA Students

# Purpose

This review provides a way to facilitate interaction and communication between students and their advisors.

More specifically, it

* provides a vehicle for students to reflect on their progress and accomplishments during the previous calendar or academic year and plan their activities and efforts for the following year.
* allows students to provide a review of their professional activity during the past year.
* aids major advisors in providing their graduate students with feedback.

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| --- | --- |
| Name of Student | Click or tap here to enter text. |
| Student’s Email Address | Click or tap here to enter text. |
| Date of Matriculation | Click or tap to enter a date. |
| Anticipated Conferral Date | Click or tap to enter a date. |
| Major Advisor | Click or tap here to enter text. |
| Associate Advisors | Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |

# **Part I: Milestones and Self-Evaluation**

To be completed by student by DUE DATE

# Please mark achieved and enter date.

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| **Achieved** | **Milestone** | **Date** |
|[ ]  Plan of Study on file with the Registrar’s Office | Click or tap to enter a date. |
|[ ]  Completed related/foreign language competency(if required) | Click or tap to enter a date. |
|[ ]  Passed General Exam | Click or tap to enter a date. |
|[ ]  Defended dissertation proposal | Click or tap to enter a date. |
|[ ]  Other (Indicate milestone and date completed) | Click or tap to enter a date. |

1. **Coursework**
	1. List the courses (including research credits) that you have taken (if any), including any in which you are currently enrolled.

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| Click or tap here to enter text. |

* 1. List any courses you plan to take over the next year.

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| Click or tap here to enter text. |

* 1. List any Incompletes you currently have or anticipate having, and your plans (if any) for completion of the courses.

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| Click or tap here to enter text. |

1. **Scholarly Activity (Research and/or Creative Activity)**
	1. Provide a description of the progress you have made on your dissertation in the past year.

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| Click or tap here to enter text. |

* 1. Provide an outline of the research and writing you plan to undertake and complete over the next year.

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| Click or tap here to enter text. |

* 1. If you have not made demonstrable progress in your research over the past year or do not anticipate making demonstrable progress over the next year, please explain.

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| Click or tap here to enter text. |

1. **Notable Accomplishments**
	1. List any notable accomplishments or recognitions you received over the past year (e.g., awards, scholarships/fellowships, completed or scheduled conference paper or poster presentations, grant applications submitted or funded, manuscripts completed, submitted, accepted or published, etc.).

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| Click or tap here to enter text. |

1. **Teaching and Communication Experience**
	1. List any experiences you have had over the past year that have enhanced your teaching skills (for example, as a teaching or lab assistant, instructor of record, or teacher/teacher’s aide).

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| Click or tap here to enter text. |

* 1. Describe any experiences you have had over the past year that have enhanced your communication skills (such as seminar or workshop presentations, or other public speaking engagements).

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| Click or tap here to enter text. |

1. **Professional Development**
	1. List any professional development activities you have been involved in over the past year, either on-campus or through other organizations.

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| Click or tap here to enter text. |

* 1. Describe any service-related activities in which you have been involved. Indicate any leadership roles you played in those activities.

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| Click or tap here to enter text. |

1. **Academic Financial Support**
	1. Indicate whether you have received academic financial support (other than personal funds) during the past year. If so, describe the source of that funding (e.g., TA, department-funded RA, grant-funded RA, external or UConn fellowship or scholarship) and the associated hours/week (if applicable).

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| Click or tap here to enter text. |

* 1. Indicate whether you expect to receive academic financial support in the next year, and, if so, from what sources and for how many hours/week (if applicable).

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| Click or tap here to enter text. |

* 1. Did you receive a predoctoral award or other supplemental funding from the department or Graduate School this year? If so, did the funds support any activities beyond basic living expenses? If so, what other activities did the funds support?

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| Click or tap here to enter text. |

* 1. Did you receive a Graduate School doctoral dissertation fellowship award ([Doctoral Dissertation Fellowship Program](https://grad.uconn.edu/financing/fellowships/dissertation/)) this year? If so, did the funds support any activities beyond basic living expenses? If so, what other activities did the funds support?

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| Click or tap here to enter text. |

* 1. Did you receive a Graduate School doctoral student travel award ([Doctoral Student Travel Award](https://grad.uconn.edu/financing/fellowships/travel-award/)) this year? If so, what travel did the funds support?

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| Click or tap here to enter text. |

1. **Interaction with Advisor**
	1. What academic support would you like your advisor to provide over the next year and in what form (e.g., weekly/bi-weekly in-person meetings, email exchanges)?

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| Click or tap here to enter text. |

* 1. What could your advisor do to improve your graduate experience and chances for career and personal success?

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| Click or tap here to enter text. |

* 1. If you have questions or concerns that you would like to discuss with your advisor, advisory committee, or Director of Graduate Studies (DGS) or Program Director, please list them here.

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| Click or tap here to enter text. |

* 1. If you have concerns that you would like to discuss with The Graduate School, please make an appointment with the appropriate person or email graduateschool@uconn.edu.

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| Click or tap here to enter text. |

# **Part II: Evaluation by Major Advisor**

to be completed by Major Advisor by DUE DATE

1. Please evaluate and provide any comments you have about the student’s academic progress to date and over the past year.

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| Click or tap here to enter text. |

1. Based on your evaluation, please indicate which of the following describes the student’s overall academic performance since joining the program but excluding the past year:

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|[ ]  Excellent |
|[ ]  Very Good |
|[ ]  Good |
|[ ]  Fair |
|[ ]  Poor |

1. Based on your evaluation, please indicate which of the following describes the student’s progress over the past year:

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|[ ]  Very Good Progress: Meeting (or exceeding) all expectations for normal progress this year. |
|[ ]  Good Progress: Meeting (or exceeding) most expectations for normal progress this year. |
|[ ]  Minimal/Inadequate Progress: Meeting some but not most expectations for normal progress this year. |
|[ ]  No Discernible Progress: Not Meeting any expectations for normal progress this year. |

Please describe any expectations that have not been met and plans to address any areas of inadequate progress, as well as any recommendations regarding continuation of funding, etc.

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| Click or tap here to enter text. |

1. Please comment on the student’s plans for the coming year as articulated above. Do these plans seem realistic? Will adhering to these plans result in adequate academic progress or better? Please describe any concerns or suggestions for the student’s goals and plans for the upcoming year.

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| Click or tap here to enter text. |

1. What are reasonable check-in points or deadlines within the next year for feedback/progress checks? What are your expectations of the student regarding effective communication?

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| Click or tap here to enter text. |

1. Do you have suggestions for what could be done to improve the student’s graduate experience and chances for career and personal success?

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| Click or tap here to enter text. |

# **Part III: Comments by Director of Graduate Studies (DGS) or Program Director *(Optional)***

To be completed by DGS or Program Director by DUE DATE

Comments by Director of Graduate Studies (DGS) or Program Director
*(Optional)*

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| Click or tap here to enter text. |

# **Part IV: Signatures**

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| Student |  | Date: Click or tap to enter a date. |
| Major Advisor |  | Date: Click or tap to enter a date. |
| DGS/Program Director |  | Date: Click or tap to enter a date. |