

**Michigan State University  
Department of Educational Administration  
Annual Review of Academic Progress**

Master's Program: ☐ SAA ☐ HALE

Year of Evaluation:

Student Name:                      Student PID: A\*\*\*\*                      (last four digits only)

**MSU** Email address:

Official Start Semester of the Program:

The purpose of this form is to give master's students an opportunity to document briefly their progress toward the degree and to have this documentation serve as the basis for a conversation with their advisors about accomplishments and future plans. After you complete this form, please schedule a meeting with your academic advisor ***prior to the end of the semester***. Provide the completed form, along with a copy of your most current resume. **If you have not completed a Program Plan form or if the plan has changed, please provide a copy of your proposed program and discuss it with your advisor.** After the meeting, your advisor will complete the bottom section of this form, you will both sign it, and it will be placed in your advising file.

**I. PROFESSIONAL GOALS.** What are your professional goals? Have they changed since you began your program?

**II. ACCOMPLISHMENTS.** Please provide a brief description of experiences and examples of your accomplishments this school year.

A. Courses taken. (Indicate grades received and status of incomplete or deferreds, if applicable. A brief plan of action for attending to the deferreds or incompletes should be included.)

B. If you haven't already completed the RCR requirement and if you took EAD 840 or EAD 889 this year, please indicate: EAD 840 ☐      EAD 889 ☐

1. Access the RTTS - <https://www.egr.msu.edu/secureresearchcourses/>
2. Log in with your MSU NetID and password
3. Create trainee account
4. Enter advisor's NetID
5. From the ribbon at the top, select Add/Edit Training Courses – dropdown menu, select Add/Edit Primary/College Courses (or if Add Course From Primary College/Department is a link in the lower left corner, click it)
6. From the training description dropdown menu, choose human subjects
7. Number of hours: 3
8. Training date: (last date of class might be best but if you have exact date(s), you could use that)
9. Note: Requirement for EAD 840 or EAD 889

C. Work-related experience.

D. Papers and presentations (outside of course requirements).

E. Service (e.g. committee work).

### **III. AREAS OF GROWTH AND DEVELOPMENT**

A. What are the areas in which you have developed and grown this year?

B. What are some areas that need improvement or development?

### **IV. FUTURE PLANS**

A. Plans for the next year, such as courses, work experiences, etc.

B. Professional/personal concerns.

### **Section B (To be completed by the advisor)**

Summary of progress:

[check the following that apply]

- ☐ Met with student to discuss evaluation
  - ☐ Student agreed to evaluation
  - ☐ Student disagreed with evaluation
- ☐ Progress satisfactory/No plan of action needed
- ☐ Plan of action required to improve performance
  - ☐ Plan was devised
  - ☐ Follow-up required

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date