Annual Review Form for KIN PhD students

Part A: To be completed by student

Academic Progress

Date of entrance into program:
Expected completion date:
Date or expected date of comprehensive exam:
Passed?
Date or expected date of dissertation proposal:
Passed?
Date or expected date of dissertation defense:
Passed?
Current GPA:
Number of credits below 3.0:

Please review the Annual Checklist below indicating if an item has been completed (within MSU's system where relevant – denoted by #), Yes or No, within the relevant Year.

Annual checklist:

<table>
<tr><th>Year 1</th><th>Year 2</th><th>Year 3</th><th>Year 4</th></tr>
<tr><td>6-9 credits/semester
Yes or No</td><td>6-9 credits/semester
Yes or No</td><td>Complete most non-KIN 999 classes
Yes or No</td><td>Complete credits if graduating
Yes or No</td></tr>
<tr><td colspan="4">Annual Research Overview[1] Yes or No</td></tr>
<tr><td colspan="4">Annual Review with Advisor[2] Yes or No</td></tr>
<tr><td>Guidance Committee development
Yes or No</td><td>Guidance Committee formed[3]
Yes or No</td><td colspan="2">Change in Guidance Committee?[3]
Yes or No</td></tr>
<tr><td>Course plan development
Yes or No</td><td>Course plan formed[4]
Yes or No</td><td colspan="2">Change in Course plan?[4]
Yes or No</td></tr>
<tr><td>Research practicum development
Yes or No</td><td>Complete Research practicum: KIN 995
Yes or No</td><td></td><td></td></tr>
<tr><td>RCR: 4 CITI courses[5]
Yes or No</td><td>RCR: 3 CITI courses[5]
Yes or No</td><td colspan="2">RCR: Year 3+ 3 hrs annual refresher[7]
Yes or No</td></tr>
<tr><td colspan="2">RCR: 6 hrs Discussion Training[6]
Completed prior to comprehensive exam
Yes or No</td><td>Comprehensive exam + Teaching Portfolio[8]
Yes or No</td><td></td></tr>
<tr><td></td><td>Teaching portfolio development
Yes or No</td><td></td><td></td></tr>
<tr><td></td><td></td><td colspan="2">Dissertation proposal[9]
Yes or No</td></tr>
<tr><td></td><td></td><td></td><td>Dissertation defense[10]
Yes or No</td></tr>
<tr><td></td><td></td><td></td><td>Electronic submission of Dissertation[11]
Yes or No</td></tr>
</table>

How to get key information into MSU's system

[1]Annual Research Overview: Student submits information via GradPlan (see JOB AID)
[2]Annual Review with Advisor: Student submits signed form via GradPlan (see JOB AID)
[3]Guidance Committee: Student submits information via GradPlan (see JOB AID)
[4]Course Plan: Student submits information via GradPlan (see JOB AID)
[5]RCR, CITI courses: Student's CITI account (use msu e-mail) through ABILITY (see JOB AID)
[6]RCR, 6 hrs Discussion Training: Depends on activity (see JOB AID)
[7]RCR: Year 3+ 3 hrs annual refresher: Depends on activity (see JOB AID)
[8]Comprehensive exam: Student asks Committee Chair to e-mail Graduate Program Coordinator with student CC'd to message to confirm passage of comprehensive exam
[9]Dissertation proposal: Student asks Dissertation Chair to e-mail Graduate Program Coordinator with student CC'd to message to confirm passage of dissertation proposal
[10]Dissertation defense: Student asks Dissertation Chair to e-mail Graduate Program Coordinator with student CC'd to message to confirm passage of dissertation defense
[11]Electronic submission of Dissertation: Student works with Graduate School (see link)

Professional Performance and Potential

Please attach your (1) CV, and (2) a goals statement.

In your CV, highlight specific contributions in the current year related to research (including, but not limited to, publications, presentations, and grants), teaching and mentoring (including but not limited to courses taught, teaching evaluations, and undergraduate mentoring), and service (including, but not limited to, service on departmental committees, professional organizations, and community outreach).

In the goals statement (including academic and career goals), highlight goals that you set for last year and future goals for the upcoming academic year.

In the space below, comment briefly on your progress in achieving your academic goals during the past year. Note areas in which you are experiencing any difficulty.

In the space below, comment briefly on your progress toward achieving your career goals during the past year. If you feel you are not making progress, explain why. Include perceived departmental/school obstacles that hinder your program.

Part B: To be completed by faculty advisor

1. Has the student made acceptable progress during the evaluation period? Please comment below.

2. Please comment on the overall academic performance of the student, including teaching experiences, if applicable.

Part C: Signatures (to be completed by both student and faculty advisor)

Student Your signature below indicates that you have discussed the content of this annual review with your faculty advisor.

Student Date

Faculty advisor
Your signature below indicates that you have discussed the content of this annual review with the student.

Faculty advisor Date

When both the faculty advisor and student have reviewed and signed this annual review, an electronic copy should be created by the student and sent to their faculty advisor, the graduate program coordinator, and the graduate program director. The student is expected to upload this annual review to their GradPlan^2.

Students who wish to appeal any part of the faculty advisor's evaluation may do so in writing to the graduate program director/department chair. If the original annual review is to be altered in any way after a review by the graduate program director/department chair, the student creates an electronic copy of the signed final annual review and sends it to their faculty advisor, the graduate program coordinator, and the graduate program director. The student is expected to upload the final annual review to their GradPlan^2.