

Annual Review Form for KIN PHD students

Part A: To be completed by student

Academic Progress

Date of entrance into program:

Expected completion date:

Plan A: thesis as capstone

Date or expected date of proposal:

Passed?

Date or expected date of defense:

Passed?

Plan B: internship or project as capstone

Date or expected date of proposal:

Passed?

Date or expected date of defense:

Passed?

Plan B: coursework only with certifying exam

Date or expected date of certifying exam:

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:

Year 1	Year 2
6-9 credits/semester Yes or No	6-9 credits/semester Yes or No
Annual Research Overview ¹ Yes or No	
Annual Review with Advisor ² Yes or No	
Guidance Committee development Yes or No	Guidance Committee formed ³ Yes or No
Course plan development Yes or No	Course plan formed ⁴ Yes or No
RCR: 4 CITI courses ⁵ Yes or No	RCR: 3 CITI courses ⁵ – Plan A only Yes or No
RCR: 6 hrs Discussion Training - Completed before graduation ⁶ Yes or No	
Capstone (i.e., thesis, internship, project) development – Yes or No	Capstone (i.e., thesis, internship, project) proposal ⁷ – Yes or No
	Capstone (i.e., thesis, internship, project) defense or Final certifying exam for courses-only option ⁸ Yes or No
Yes or No	Plan A: Electronic submission of Thesis ⁹ Yes or No

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 Capstone proposal: Student asks Guidance Committee Chair to e-mail Graduate Program Coordinator with student CC'd to message to confirm passage of capstone proposal
⁸ Capstone defense (or final certifying exam for courses-only option): Student asks Guidance Committee Chair to e-mail Graduate Program Coordinator with student CC'd to message to confirm passage of capstone defense (or final certifying exam for courses-only option)
⁹ Electronic submission of Thesis: 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 possible participation in publications, presentations, and grants), teaching and mentoring (including but not limited to possible courses taught, teaching evaluations, and undergraduate mentoring), and service (including, but not limited to possible 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 GradPlan².

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 GradPlan².