

**Annual Student Progress Review**  
**Ph.D. Program in Educational Psychology and Educational Technology**  
**2015-2016 Academic Year**

Name \_\_\_\_\_ Current Date \_\_\_\_\_

Advisor \_\_\_\_\_ Entering year \_\_\_\_\_ Expected Graduation \_\_\_\_\_

**Purpose & Procedure**

The purpose of this review is twofold. The first purpose is to give you an opportunity to reflect on your professional progress toward the Ph.D. degree during the most recent academic year. An important part of this process is the chance to have an extended conversation with your advisor about accomplishments and future plans. Second, you have an opportunity to provide your advisor, guidance committee and the program faculty with accurate information in order for them to fairly evaluate your progress in the program.

There are multiple stages in the review:

- 1) First, complete this form and submit it with attachments **no later than April 13, 2015**. To submit, go to the Desire2Learn (<https://d2l.msu.edu/>), select the *EPET PhD Students and Faculty* community, then select the folder *2015 Student Annual Progress Review*. There you will find a drop box to submit your annual review materials.
- 2) Second, if you have questions about any aspects of the review, schedule a meeting with your advisor to talk about the topics and issues addressed on the form prior to **April 22, 2015**. The program faculty will be meeting to discuss students' progress shortly thereafter.
- 3) Based upon the information you have provided, along with a transcript of your course performances, the program faculty will meet to discuss your academic progress.
- 4) Two outcomes are possible from this review, satisfactory progress and unsatisfactory progress. Students will be informed of this outcome in a written letter. In the case of unsatisfactory progress, the letter to students' will include an action plan with the steps needed to regain satisfactory progress in the program.
- 5) Please note, *students deemed to be making unsatisfactory progress for two consecutive reviews will be dismissed from the program.*
- 6) You will receive a letter summarizing the faculty discussion and our overall evaluation of your progress by **May 31, 2015**.

The program will maintain a copy of each annual review in the student's official folder for use in cases of nomination for fellowships, documentation for students' progress, and for the student's own review for purposes of assembling or updating a vita.



## I: Attachments

Please include the following with your review materials, either as appendices to this document, or as separate electronic attachments:

- Current Curriculum Vitae. Link to C.V. on the Web preferred (or attach a PDF).
- Documentation of University-required Responsible Conduct of Research (RCR) training. Save a report of your 2014-2015 training activities from [RTTS](#) and attach. *Note: You must complete your 3-5 hours of RCR training by August 15, 2015. For annual review, submit report on the training you have completed, even if it is less than 3-5 hours.* For more information on RCR requirements, go to <https://sites.google.com/a/msu.edu/cepse-rcr-resources>.
- Attach examples of work from courses you took during the past academic year. You are not required to submit an example from each course, but you must submit at least one example of your written work during the past year. Submitting two or three of what you consider your best work would best meet this requirement.

## II: Program Milestones

Using the date field, please indicate the date at which you completed each program milestone. If you have not yet completed the given milestone, please indicate the date by which you expect to complete the milestone.

Check if Complete	Milestone	Date
	Guidance Committee formed List Members _____ _____	
	<b>Program Plan Filed</b>	
	<b>Preliminary Exam Passed</b>	
	<b>Research Apprenticeship Completed</b>	
	<b>Comprehensive Exam passed</b>	
	<b>Dissertation Committee formed</b>	
	<b>Dissertation Proposal approved</b>	
	<b>Dissertation Defended</b>	
	<b>Dissertation Completed</b>	
	<b>Annual RCR Training (for this year)</b>	

## III: Teaching Experiences

Describe any teaching experiences you had during the review period. Include summary SIRS scores if available.

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#### IV: Research Experiences

Describe any research experiences or projects you worked on during the review period.

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#### V: Scholarship

Provide APA references to any published scholarship, conference presentations, or works under review during the review period.

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#### VI: Goals and Self-Assessment

Provide a brief self-assessment outlining (a) your strengths, (b) areas needing additional development, (c) specific plans to address areas of weakness, and (d) goals and future plans.

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#### VII: Additional Information

Provide any additional information you feel is missing in the sections above. Optional: If you have a website you would like to share with the faculty as part of your annual review, please provide the URL.

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