Instructions to Student on Preparing and Submitting Annual Self-Evaluation
As Part of the Graduate Student Annual Evaluation Process

Introduction

The IT program area faculty meet as a graduate advisory committee once each spring semester to conduct an annual review of each graduate student. This review enables the faculty and the student to determine if appropriate progress is being made toward successful program completion and to determine potential areas for improvement/advancement. The review also fulfills the IT program’s responsibility for an Evaluation of the Progress of Graduate Students (CGSP 2003-04a and Policy Memorandum No. 229).

During the spring meeting, the faculty consider a variety of performance indicators including a student's self-evaluation of progress, which should be completed as described below.

Instructions for Student Self-Evaluation

Prior to the faculty review meeting, each student is required to submit a brief report of progress to his/her advisor which will be considered by the faculty during the review process. Your report of progress must:

1. Include, at the top of page 1, your name, your advisor's name, your degree program, the date, and the review year.
2. Be no longer than 2 pages double-spaced.
3. Report briefly on the progress you have made over the past academic year, including information in the following areas, as appropriate:
   a. Academic progress and professional skills
      • Current GPA (required)
      • Reporting of any incompletes
      • Progress on Plan of Study
      • Performance on relevant exams (i.e. qualifying, preliminary, prospectus, etc.)
   b. Research and scholarship activities (such as research progress, presentations, publications, grant activity, etc.)
   c. Teaching related activities (such as classes taught, workshops led, courses developed, course grading, workshops attended to improve teaching skills, etc.)
   d. Service and outreach
      • Assistantship status and performance
      • Professional service to fellow students, the program, school or university, and the profession
4. Include any other performance data that you deem relevant to conveying an accurate picture of your progress in the program over the past academic year.
5. Provide a list of goals for the coming academic year.
6. Be well-organized, making judicious use of subheadings and bullets to promote brevity and easy consumption by a reader.
7. Be submitted to your advisor electronically no later than April 15.
Outcomes of the Annual Review

The annual review can result in one of three overall determinations by the faculty:

- Student fails to meet expectations
- Student meets expectations
- Student exceeds expectations

After the faculty review meeting, you will be informed of the outcomes of the review as well as advised of recommended next steps. A written copy of your review will be placed in your student file.