

Michigan State University
Educational Administration Department
Annual Evaluation of Ph.D. Students, EAD K-12 Program

Name of Student _____ Year of Evaluation _____

The purpose of this form is to give doctoral students a chance to document briefly their progress toward the Ph.D. degree during the last academic year and then to have this documentation serve as the basis for an extended conversation (prior to the summer) with their advisors about accomplishments and future plans. Students should complete Section A before the meeting, attach a current c.v., submit the form to their advisors, and make an appointment to discuss their evaluation. Advisors should complete Section B of the form prior to the meeting with the student. Both the student and the adviser should sign the form at the end of the conference. One copy of the form will be given to the student and one copy will be placed in the advisor's file.

Section A (to be completed by the student)

I. Accomplishments. In each of the following areas, please provide a brief description of experiences and examples of your accomplishments this school year. In the ensuing discussion, compare this year with your previous year in graduate school, if applicable.

A. Courses taken, qualifying examination completed, comprehensive examination completed, review of related literature completed, or dissertation work in progress.

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. Work-related experiences.

1. Assistantships/Internships

a. Teaching

b. Research

c. Field experience

d. Community service

2. Other work-related experience or position currently held

C. Papers and Presentations

D. Other Service

II. 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?

III. Future Plans.

A. Plans for the next year such as courses, work experiences, etc. How do these relate to your professional growth?

B. Pragmatic concerns

Section B (to be completed by the adviser)

Advisor: Please comment about student's accomplishments and areas for improvement, and development.

Summary of Conference:

STATUS: Progress Satisfactory
 Plan Required

Consultation Required
 Review Required

Signature of Student

Signature of Advisor

Date _____