

Instructions

- The attached form is a table with fields where you can enter the information requested.
- **Press the Tab key to go to the next field.** Press Shift-Tab if you want to return to the previous field, or use the mouse to position the cursor when you want it.
- When the information you enter fills the cell, Tab to the next field. **Do not type more than one row of information in a given field.** Use the other fields available for information on a given question. (Otherwise the form will expand and spill over onto more than two pages.)

After reading instructions, press Tab to move to the beginning of the form.

Report on Graduate Student Annual Review (due in Dept. Office March 1)

Year

(Report covers the period March 2011 through February 2012)

Name: _____ Degree: _____

Number of semesters at MSU including present semester: _____

After this semester, how many semesters do you expect to be on campus? _____

1. Student's comments on advising, academic progress, personal concerns, and plans for the future

a. Guidance committee and advising _____

b. Program completion progress (courses, research, comprehensive exams) _____

c. Plans for the future (courses, research, exams, internships, etc.) _____

d. Personal concerns _____

2. Complete this section if you had a teaching or research assistantship during the previous year.

a. Summarize assistantship accomplishments since the last review report. _____

b. Summarize assistantship work to be completed during the coming year. _____

c. Comments or concerns related to assistantship assignment(s). _____

Student signature: _____

Date: _____

1. Major professor's comments on advising, academic progress, and plans for the future

a. Guidance committee/advising _____

b. Program completion progress (course work, research, comprehensive exams) _____

c. Plans for the future (courses, research, exams, internships, etc.) _____

d. Other comments: _____

e. Was the student's academic progress satisfactory during the last year? (Yes/No) _____

f. If not, what action does the committee recommend? _____

2. Comments by assistantship supervisor(s)

a. Comments on student's assistantship accomplishments since the last annual review report. _____

b. Assistantship work that you expect the student to complete during the coming year. _____

c. Was the student's assistantship performance satisfactory during the last year? (Yes/No) _____

If not, please explain: _____

Signature: Ass'tship Supervisor(s) _____

Date: _____

Date: _____

Signature: Major Professor _____

Date: _____