

Calendar Year Assessed: _____

Section I (to be completed by student)

Date of Student Report: _____

Name: _____ Date of Current Mentoring Agreement: _____

Degree Sought: MS-A
 MS-B
 PhD

Semester/Year Started: _____

Semester/Year Program Plan Due: _____
(no later than 2nd semester for MS; no later than 3rd semester for PhD)

Cum Degree GPA: _____ Program Plan Submitted Yet? NO YES

Courses completed this calendar year:
(alpha-numeric codes only; titles not needed)

Any incomplete/deferred courses? NO YES
 If YES, describe plan to complete:

Any courses on your degree plan that are not offered when you need them? NO YES
 If YES, list potential alternatives:

Did you receive assistantship or hourly pay at MSU for semesters during this year? NO YES
 If yes, complete the table below.

		ASSISTANTSHIP			HOURLY
		1/4	1/2	3/4	
SPRING	Type GA OR # hours/week				
	Supervisor's last name				
	Type (research, teaching, outreach)				
SUMMER	Type GA OR # hours/week				
	Supervisor's last name				
	Type (research, teaching, outreach)				
FALL	Type GA OR # hours/week				
	Supervisor's last name				
	Type (research, teaching, outreach)				

Summarize experiences gained & skills learned during assistantship/hourly work *(max 700 characters)*

Did you receive any MSU/CSUS fellowship/scholarship funds this year? NO YES

If yes, indicate types and amounts:

Section I (cont.) Student Assessment

- In a separate report, address #s 1-4 below. Submit with completed form to your faculty advisor.
- Faculty advisor will review your report, then write his/her assessment of your progress (*Section II*).
- After you receive advisor's assessment, meet with your advisor to review the assessment, review (and revise, if needed) your mentoring agreement (*Section III*), then both sign this signature page (*Section IV*).
- Combine cover form, student assessment, advisor assessment, and signature page in ONE PDF. Submit entire assessment packet to the Graduate Secretary, to be placed in your permanent file.

Reflecting on the past year (assessment); label and number each of the 4 sections separately

1. Describe your personal and professional goals and describe how your studies relate to them.
2. List and describe the following, as pursued during the past calendar year:
 - Professional or academic professional presentations (use formal APA style guide format)
 - Writing/submission/ publication of professional or research articles (use formal APA style guide format)
 - Publication or completion of other professional products or reports (use formal APA style guide format)
 - Supplemental professional reading
 - Attendance at seminars, presentations or training (on or off campus)
 - Community outreach activities related to your professional goals
 - Unpaid research/experiences relevant to your professional goals
 - Any other activities supportive of your scholarly academic and professional development

Looking forward (recommendations written in 2 separate sections, each labeled with subheading)

3. Provide recommendations for how your academic advisor and your committee can help you address any concerns you may have, or facilitate your degree progress.
(*This section is to be used by you and your advisor.*)
4. Provide recommendations for how the Graduate Affairs and Curriculum Committee and/or the Department can help you address any concerns you may have, or facilitate your degree progress.
(*Write this section on a separate page, without your name. It will be pulled from your report, compiled with comments from all other graduate students, and used as input to help improve the graduate experience. Your name will **not** be associated with your comments.*)

Section II (to be completed by faculty advisor)

Faculty report (*attach to assessment form and student's self-assessment report*):

After reviewing the student's report, write your annual assessment of the student's progress, accomplishments and ongoing work toward completing their degree. Provide recommendations, as needed, to assist student in their progress. Identify student, and include **faculty name & signature on the faculty report**. (Student Name, Advisor Name, Year of A.A., Date at top.)

Section III (mentoring agreements are to be reviewed at least 1X/year, during annual review process)

Student & advisor have reviewed (& revised, if needed) their mentoring agreement: NO YES
(*our signatures below confirm our response*)

Section IV -- Signatures (to be signed after student/advisor meeting to discuss progress)

Student Signature

Date

Faculty Advisor Signature

Date

Original to: Graduate Program Coordinator and Graduate Student File (*via Graduate Secretary*)
Copies to: Graduate Assistant File (*if relevant*)
Student
Faculty Advisor
Department Chairperson (*during faculty member's annual review*)