

## **Guidance for Annual Graduate Student Review**

The purpose of the Annual Graduate Student Review is to assess the student's completion of program benchmarks, ensure that they are in compliance with administrative processes, and provide feedback about the student's progress in the program during the previous year.

### **Program Benchmarks and Administrative Processes**

During the first part of the review of each student, faculty will examine a spreadsheet that lays out program benchmarks and administrative processes with specific attention to missing items (so that the Director of Graduate Studies, Assistant Director of Graduate Studies, or student's Advisor can communicate with the student about items that need attention).

These benchmarks/administrative processes include:

#### M.A.A./M.A.A.-M.H.P. Program

Core courses, advisor (form), committee members (form), internship proposal review (form), internship sequence, internship evaluation (form), internship deliverables review (form), colloquium date, graduate date

#### Ph.D. Program

Core courses, preliminary review, area exams, Ph.D. proposal date, Ph.D. committee members, graduate faculty nominations, advancement to candidacy, termination date

### **Discussion**

Then, the faculty will participate in a qualitative discussion of students' progress in the program. The goal of the discussion is to support students and promote student success while also brainstorming how to solve challenges and provide appropriate resources.

Faculty will discuss strengths (first) and areas for improvement (second) in the following areas:

1. Peer engagement and contribution to collaborative learning environment
2. Preparedness for class (reading assignments, work completion)
3. Written and oral communication
4. Responsiveness to constructive feedback
5. Growth over the course of the semester and program
6. Creativity and innovation
7. Additional roles (GA/TA/RA, PASA)

After the Annual Graduate Student Review is complete, the Director of Graduate Studies will email the student and their Advisor with feedback from the faculty.