GSA STUDENT PROGRESS REVIEW

(To be completed by the advisor with the advisee at the end of discussion)

During the meeting between advisor and advisee, discuss these issues with your student and fill out this form together at the end of your discussion. (You may find it useful prior to the meeting to read and annotate the “CSGSA Graduate Student Skills List”, and use it as a guideline/starting point for your discussion.) If you and your advisee agree on the appraisal and deadlines, you should both sign the form, indicating the date of your meeting. For any points of disagreement, please flag that these exist and note them on the back of this form or using an extra sheet of paper.

NOTE: the point of this form is to be effective, rather than formal. Informal writing (e.g., bullet points, or “N/A” for an item that you both agree isn’t currently relevant) is fine as long as the meaning is clear. That said, specific examples can be very helpful to include.

Student’s Name: ________________________________ Meeting Date: ______________________

Appraising Faculty: ________________________________ Semester: ______________________

• Please provide an appraisal of the student’s overall progress:

• What has the student done well since the last review?

• What disappointments or difficulties has the student had since the last review? Suggestions for improvement?

• Are there skills, areas, and/or milestones that require the student’s attention before the next review? What deadline(s) have you agreed upon?

• Anything else to add? (E.g., advice, recommendation, or encouragement.)

• Student’s request(s) for advisor’s actions (e.g. more frequent meetings, etc.):

The student and the advising faculty have discussed this review and agree on the appraisal:

Faculty Advisor’s Signature: ________________________________ Student’s Signature: ________________________________

Inside Member from Student’s Dissertation Committee (must be an EECS faculty member and this is only applicable for those who’ve advanced to candidacy): ________________________________

(PLEASE MAKE A COPY FOR YOUR RECORD AND SUBMIT FORM TO AUDREY IN 367 SODA HALL)