# **Graduate Student & Advisor Annual Review**

School of Aquatic and Fishery Sciences

#  **Purpose and Scope**

The purpose of these forms (3) is to provide guidelines for annual meetings between graduate students and their academic advisors and to standardize review practices across the School. The first two forms (Student & Advisor Annual Review) mainly serve to facilitate communication between student and advisor and can be adjusted to the needs of specific research groups. The first two forms should be made available to the student's committee for its annual meeting and kept on file by the advisor of the student. The third and final form is filled in by the committee and will be included in the student's file held at SAFS.

These annual check-ins should consist of three steps:

1. Independent reports
* Student and Advisor both complete Annual Reports
1. Student / Advisor meeting
* Meet to discuss independent reports
* Define specific goals for the next academic year including any planned exams
* After meeting, the advisor will distribute both reports to Committee
1. Committee meeting
* Meet to discuss independent reports or distribute them electronically.
* Revise and/or approve goals for next academic year
* Committee discusses and completes the Annual Committee Meeting Report, and sends it to Student for a response.
* Advisor files completed Committee Report with SAFS.

# **Annual Committee Meeting Report**

*To be completed by committee members (including advisor) after annual meeting, provided to the student for their response, and then submitted to SAFS by the advisor*

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Degree Program: PhD \_\_\_ MS \_\_\_\_\_\_

## **A. Forms available to the committee**

* Annual Student Report
* Annual Advisor Report

## **B. Summary evaluation by the committee**

### **We agree on the summary evaluation of advisor**

□ yes □ yes, with reservations (please specify) □ no (please provide reasons)

### **We agree with the annual plan for next year**

□ yes □ yes, with reservations (please specify) □ no (please provide reasons)

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## **Approved**

Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GSR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## **Minority dissent:**

If committee member(s) disagree with the majority, please state reasons and sign.

Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## **Student response:**