

Masters Annual Review



INSTRUCTIONS

- Schedule a meeting with your Annual Review Committee during Autumn quarter, 2nd year.
- Annual Review committee should comprise of at least 2 faculty members.
- Complete Section I of the Annual Review Report.
- Attach a current transcript and a degree requirement form.
- Bring Report to the meeting for discussion about degree progress and future plans.
- Advisor completes Section II of the Report, all members sign, and student returns the completed report to Rachael Madison by end of Autumn quarter.
- Rachael will review the student's academic record and notify the student and advisor of deficiencies, if any.

STUDENT INFORMATION

Student Name _____
Student ID _____
Annual Review Date _____

COMMITTEE MEMBERS

Student	_____	Signed _____	Date _____
Academic Advisor	_____	Signed _____	Date _____
Member	_____	Signed _____	Date _____
Member	_____	Signed _____	Date _____
Member	_____	Signed _____	Date _____
Student Services Manager	_____	Signed _____	Date _____

Section I

1. List courses you need to complete your degree program (include course number and name). Student may attach course form.

2. List any research project(s) or other special projects either completed or ongoing:

3. Describe your summer internship or other recent work experience, if any:

4. Describe your prospective M.S. Project:

5. Provide information about your M.S. Report

a. Prospective title of your report:

b. Suggested faculty members to attend your M.S. presentation:

c. Expected or scheduled date of the presentation (month and year):

d. Have you or do you plan to transfer to the Ph.D. program?

6. List the date you expect to graduate (quarter and year):

7. List publications, manuscripts in preparation, presentations at scientific meetings (talks and posters), and seminars (include title and place):

8. Describe other noteworthy events and accomplishments (e.g., honors, awards or commendations):

Section II

9. Advisor and committee members should use the space below for comments:

a. Summarize topics reviewed and student's progress:

b. List recommendations to candidate (be specific):