

Annual Review of CSHPE Students

(Effective Winter, 2006)

The primary purpose of the Annual Review of CSHPE Students (hereafter, Annual Review) is to ensure that all students are making adequate progress toward their degrees and toward the accomplishment of their professional goals; this Review provides a formal opportunity for CSHPE faculty to assess and report on student progress toward these goals. This review is designed as a professional development activity, one in which goals are reaffirmed or revised, and which provides the basis for feedback to enhance the achievement of these goals. Faculty and students have a shared responsibility for student progress, and for providing accurate and relevant information for this review.

Annual Review for CHSPE Masters Students

General Guidelines

1. The faculty advisor will play a key role in this process, based on the assumption that she or he has the deepest and most recent information about the advisee's interests, career goals, academic and scholarly accomplishments, personal goals, etc.
2. Students are responsible for keeping their faculty advisors up to date on their interests, career goals, progress, work assignments, challenges etc.

Procedures

1. The Annual Review is typically conducted in March for first-year MA students.
2. Faculty will rely primarily on the sources of information noted below for the Annual Review meeting.
 - A. Academic Transcripts. Faculty will be given copies of their advisees' academic transcripts at least one week prior to the Annual Review meeting.
 - B. Student Progress Summaries. Students will be asked to submit the information noted below to their advisor in preparation for this Review. This packet of information is due to the advisor one week in advance of the Annual Review meeting.
 - 1) An updated curriculum vita;
 - 2) Documentation of success in fulfilling internship responsibilities. This should include (but is not limited to) the most recent draft of the student's learning contract for ED777, Administrative Practicum.
 - 3) A short (1-2 page) summary of their progress to date as a master's student, and specific goals for the following year. Other documentation of the student's accomplishments as a master's student may also be included.

3. Faculty will be encouraged to meet with their advisees to make sure their information is up to date.
4. At the meeting, each advisor will be asked to indicate whether his or her advisees are making adequate progress, noting any significant accomplishments as well as areas that require attention. If follow-up is required, the advisor will typically take the lead in doing so.
5. Following the Annual Review meeting, students will be informed of the outcome of the Annual Review (that is, whether their progress is satisfactory, and if there are major concerns to be addressed).

Annual Review for CHSPE Doctoral Students

General Guidelines

1. The faculty advisor will play a key role in the Annual Review process, based on the assumption that she or he has the deepest and most recent information about the advisee's interests, career goals, academic and scholarly accomplishments, personal goals, etc.
2. Students are responsible for keeping their faculty advisors up to date on their interests, career goals, progress, work assignments, challenges, etc.
3. With the implementation of the SOE Scholarship Awards starting in the 2005-06 year, the annual review process will also be used to advise the Director about the appropriate work assignments for these students (e.g., GSRA, GSI, GSSA) to provide experiences that complement and enhance student success and the achievement of his or her career goals.

Procedures

1. The Annual Review is typically conducted in March, but may occur as early as February for students who are in their second year or beyond. In order to give first-year students as much time as possible to be successful both academically and in their professional work experiences, review of their progress will follow that of the continuing students. Dates of these Annual Review meetings will be announced annually.
2. Faculty will rely primarily on three sources of information for the Annual Review meeting. Each is described below.
 - A. Academic Transcripts. Faculty will be given copies of their advisees' academic transcripts at least one week prior to the Annual Review meeting.
 - B. Student Progress Summaries. Students will be asked to submit a packet of information to their advisor in preparation for this Review that contains the elements listed below. This

packet of information is due to the advisor one week in advance of the Annual Review meeting.

- 1) An updated curriculum vita;
- 2) A short (1-2 page) summary of their progress to date as a doctoral student. In the summary, students are invited to reflect on their professional goals, their academic and professional accomplishments, and any relevant decisions or choices they have made in the last year.
- 3) A short statement of the student's specific goals for the following year, including ideas for gaining relevant professional development experiences and how these could be funded;
- 4) Copies of conference papers or presentations made in the last year; and
- 5) A list of fellowships, grants, and other sources of external funding for which the student has applied, noting the date submitted and whether the application was funded. Dissertation students should also include a list of funds being sought to support dissertation research.

C. Assistantship Evaluations. For students in the cohort starting in 2005 and beyond, faculty who are supervising students' assistantship assignments will be asked to submit a brief summary of the student's work to the CSHPE Director. This summary will include a brief description of the student's work assignment and evaluative comments about his or her success in the assistantship setting. In cases where the supervisor is not the academic advisor, a copy of this evaluation will be given to the advisor. This evaluation will be due to the Director one week in advance of the Annual Review meeting.

3. Faculty are encouraged to meet with their advisees prior to the Annual Review meeting to discuss their progress and the materials they submitted.

4. At the Annual Review meeting, each advisor will be asked to indicate whether his or her advisees are making adequate progress, noting any significant accomplishments as well as areas that require attention. If a change in assistantship assignment is desired by either the student or the supervisor, the advisor will indicate this and offer suggestions as appropriate.

If follow-up is required, the advisor will typically take the lead in doing so. Since funding for those students with continuing SOE Scholarships (starting with the 2005 entering cohort) is contingent on good academic standing and performance in the assistantship positions, students whose performance is not adequate will be placed on probation; other actions may also be taken as deemed appropriate by the Director in consultation with the advisor and with other faculty as needed.

5. Following the Annual Review meeting, students will be informed of the outcome of the Annual Review (that is, whether their progress is satisfactory, and if there are major concerns to be addressed).

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