**Annual M.S. Student Progress Review**

(To be completed by M.S. student and submitted to advisor)

**Submission Deadline: Second Friday in April**

Student Name:       Telephone:

Academic Year:       Win Number:

Year Entered Program:

Academic Advisor Name:

Submission Checklist:

 [ ]  I have attached my current academic curriculum vitae.

 [ ]  I have attached my complete transcript (unofficial ok too).

[ ]  I have met with assistantship supervisor(s) and have attached all completed job performance evaluations. (Applicable if you are employed by WMU.)

This annual review consists of 4 sections:

1. Coursework requirements and progress.

2. Teaching Progress (if you are a TA/GA).

3. Professional Activities.

4. Self-Evaluation and Future Goals.

**---------------------------This section for the evaluator ----------------------------------------------**

Evaluator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

Annual Review Rating:

Continuation: \_\_\_\_\_\_\_\_\_\_ Continuation with Reservation: \_\_\_\_\_\_\_\_\_Dismissal: \_\_\_\_\_\_\_\_\_

Comments:

**Section 1: Coursework**

Please indicate courses taken to date

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Number**(e.g., CS 5541) | **Course Name**(e.g. Computer Systems) | **Semester****and Year** | **Grade Earned** |
|       |       |       |  |
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Please indicate courses to be completed

|  |  |  |
| --- | --- | --- |
| **Course Number**(e.g., CS 5310) | **Course Name**(e.g. Algorithms) | **Semester****and Year** |
|       |       |       |
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 **Section 2: Teaching Progress** (needed if you are a TA)

A. Teaching Assistantships

List TA assignments completed during the past 12 months.

|  |  |  |  |
| --- | --- | --- | --- |
| Course Number | Faculty | Brief description of activities | Semester |
|       |       |       |  |
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|       |       |       |  |
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B. Teaching Assignment (GPTI)

List Teaching assignments (where you were primarily responsible for class) during the past 12 months.

|  |  |  |  |
| --- | --- | --- | --- |
| Course Number/Title | Faculty Mentor | Semester | Overall Evaluation (/5) |
|       |       |  |       |
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|       |       |  |       |
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C. Teaching Enhancements

List any presentations, courses, etc. you attended during the past 12 months to develop your teaching skills

|  |  |  |
| --- | --- | --- |
| Course Title | Topics covered | Provider |
|       |       |       |
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D. Teaching Philosophy

Have you completed a teaching philosophy statement?

 [ ]  Yes (please attach)

 [ ]  If no, expected date:

**Section 3: Professional Activities**

List memberships held in professional associations:

1.

2.

3.

4.

5.

6.

List professional service activities completed within the last 12 months (conferences attended, speaking engagements, reviewer, conference planner, etc.)

1.

2.

3.

4.

5.

6.

7.

8.

If you are involved in research, have you completed Responsible Conduct of Research, Research Ethics or equivalent courses or training offered online or through the Graduate College or the Office of the Vice President of Research? If so, list when and where.

     **Section 4: Self-Evaluation and Future Goals**

1. Briefly describe your experience in the WMU-CS M.S. program over the past year, including your accomplishments, setbacks, and personal strengths and weaknesses as they relate to your performance in the program.

1. Briefly discuss your goals for the coming year and what you plan to do to accomplish them.