**Master’s Student Annual Report Form**

**December 11, 2018 – December 10, 2019**

It is the student’s responsibility to work with his or her advisor to complete the annual review process and submit to the DGS.

**Student Name**:

**Program**:

**Year in program**:

**Advisor Name**:

**Committee Members** (leave blank if committee has not been formed yet):

***Semester I milestone---Completed Hours of Coursework: 0 – 9***

Completed a *preliminary plan of study* with the Director of Graduate Study

If not, when do you anticipate completing the preliminary Plan of Study?

**Answer in no fewer than two complete sentences:**

***Semester II milestone--- Completed Hours of Coursework: 10 – 18***

Declared a Master’s track or capstone experience

Selected a chair for the *Master’s Committee* (thesis, internship, non-thesis)

Worked with the chair to select the rest of your *Master’s Committee*

Worked with the chair to complete either a thesis or internship topic approval form, or a table of contents for the professional portfolio

Completed the final Plan of Study, and all other appropriate forms

If you have not completed any of the above items, when do you anticipate completing?

**Answer in no fewer than two complete sentences:**

***Semester III milestone---Completed Hours of Coursework: 19 – 27 (Semester III)***

Continued taking elective courses

Completed the thesis/internship/portfolio proposal and Assessment of Academic Preparation form

If you have not completed any of the above items, when do you anticipate completing?

**Answer in no fewer than two complete sentences:**

***Semester IV milestone--- Completed Hours of Coursework: 27 – 34/37***

Date you anticipate to graduate

Date when you anticipate defending your thesis, present your internship report

* If you did not complete your MA degree at the end of 4th semester, what progress have you made toward the writing of your thesis/internship report/portfolio report and when do you anticipate defending your thesis or presenting your internship report or completing your portfolio?

**This part should be filled out by all the MA students**

* **List of the achievements that you accomplished last year (**Your answers can be in a list format and only need to be one to sentences per listing)
* **List your goals for the next year (**Your answers can be in a list format and only need to be one to sentences per listing**)**

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**DISCUSSION WITH YOUR ADVISOR & COMITTEE**

Students must discuss this report with his and advisor and committee members. Please check here to confirm that you have discussed this with your advisor and committee members.

Discussed with advisor and committee members

**Overall Evaluation and Feedback**

* On track
* Issues to be addressed\*

*\*Note, if there are issues to be addressed, the student is expected to meet with their committee within one month of receiving this evaluation.*

***Comments***

*Strengths*

*Suggestions for Improvement*

Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of discussion:

DGS’s Signature: Date: