

2018-19

Annual Review of Graduate Students

Department of Chemistry
Western Michigan University



Department of Chemistry

Annual Review of Masters Students – Research and course work

Instructions

Each graduate student must arrange an annual meeting with his or her committee by March 1 of each year in the program. The meeting will give students the opportunity to update the committee on their research accomplishments and course work over the academic year, receive feedback about their research, and seek advice on their program. Based on discussions at the annual committee meeting, the committee will conduct its annual review of the student's progress in research and course work, provide a rating of the student, and give recommendations or requirements to guide the student over the next year.

This form will be used for the annual review. To facilitate discussion of student research and course work at the annual committee meeting, students will

- fill out form as completely as possible in advance of annual committee meeting
- provide committee with written progress report and copy of updated CV either at the meeting or two weeks in advance of meeting, depending on the committee's preference (students should ask their major advisor about this requirement)
- discuss with their major advisor any additional requirements that he or she may have for the annual committee meeting.

Students, their major advisor, and the Graduate Advisor will receive a copy of their annual evaluation to keep with their records. It is recommended that students use the forms to help build a record of their annual committee meetings, including candidacy, yearly accomplishments, and recommendations of the committee for improving or maintaining their productivity. Students will also receive a letter from the Graduate Advisor summarizing the results of the annual review.

Annual Review of Masters Students – Research and course work

Date of annual committee meeting: _____

- Committee meetings must be held each year by March 1 to maintain standing in the graduate program. Students who enroll in the Spring semester are required to hold their first committee meeting by March 1 of the year following enrollment.
- Students are reminded that faculty serve on the committees of multiple graduate students in and outside of the department and may have limited availability as the March 1 deadline approaches. Students therefore are strongly encouraged to schedule and hold their annual committee meeting well in advance of the March 1 deadline.

CV and written report given to committee

Student information

Name: _____

Email: _____

Telephone (lab): _____

Date enrolled in program: _____

GPA at enrollment: _____ Current GPA: _____

Committee members

- Students should identify an advisor and select a dissertation committee as soon as possible, but at the latest by March 1 of the year following admission to the program. Failure to identify a major advisor and committee by the deadline may result in an unsatisfactory annual review.
- Doctoral Dissertation Committees consist of four members, including the major advisor, two or more members from the Department of Chemistry, and one or more External members from outside of the Department of Chemistry. Please confirm with the Graduate Advisor that your external committee member has been approved by the Graduate College.

Committee Chair: _____

CHEM Member: _____

CHEM Member: _____

Committee Appointment Form submitted to the Graduate College

Course work

- Masters students must enroll in 30 credit hours of course/research work to meet degree requirements. Graduate courses are numbered 5000 and above. A student must complete required courses at 5000 level and rest of them at 6000 level. One course should be from outside the department.

Course Number	Course Name (credit hours)	Date completed	Grade
Graduate Core Courses			
Research requirement (15 hours, includes 9 hours of CHEM 6900 and 6 hours of CHEM 7300. Students can enroll in 7300 only after they have completed the literature seminar. (Chem7300 requires continuous enrollment until all dissertation requirements are completed.)			

SEMINARS (To be Completed by Graduate Advisor)

Attends Departmental Seminar: (Regularly _____ Not Regularly _____ Not at all _____)

RESEARCH TOOLS (To be Completed by Student)

RESEARCH PROGRESS (To be Completed by Research Advisor) Student may include attachment if needed

Research Progress [Meet/exceeds/below expectations]: -

Publications: _____

Conference Presentations: _____

TEACHING PROGRESS (To be completed by Teaching Supervisor if applicable)

Teaching Progress [Meets/Exceeds/Below expectations]:

Permanent Program of Study submitted to Graduate College

- After completing 9 hours of course work, students must complete a Permanent Program of Study, which must be approved by the major advisor, Dean of the College of Arts & Sciences, and Dean of the Graduate College.
- Any changes to your proposed coursework must be indicated in a Program Change form.

Annual review rating by committee

- Continuation
- Continuation with reservations
- Dismissal

Committee recommendations and/or requirements for student to maintain or improve annual review rating:

Committee signatures:

Committee Chair: _____

CHEM Member: _____

CHEM Member: _____