

Petroleum Engineering Annual PhD Student Review System

Summary:

- Reviewing graduate students progress once a year provides an opportunity to assess performance and clarify expectations.
- An annual assessment of student progress includes goal setting and identifying milestones for the coming year.
- An annual assessment requires students to prepare a progress report each year.
- An annual assessment functions as an early warning system because it encourages the student and faculty to identify issues early on and provides an opportunity for students to share any underlying personal problems that may be affecting their research or course work.
- An annual assessment provides the student with a written version of the review that indicates progress to date and clearly sets out expectations for the coming year. (Students value knowing more than just their grades.)
- An annual assessment provides the student the ability to discuss any critique in a constructive fashion.

Annual PhD Students Review System Procedure

- 1. Department graduate office completes the student information portion.
- 2. Student completes his/her portion by attaching a CV / One-page progress / PowerPoint.
- 3. Student's PhD committee members review the documents and provide some feedback to the committee chair, who summarizes the review and then gives to the student.
- 4. Department graduate office will complete ALL PhD student annual reviews by May 31st of each year.

Annual PhD Student Progress Form

Student Name:		D Number: _	
Email Address:	Phone:		
Date of First Enrollment in the	PhD Program	(semester/ye	ar)
Expected Graduation / Complet	tion Date (sem	ester/year) _	
Graduate Credit Hours completed	d during PhD st	udy at Texas	A&M: GPA:
Name of your Advisor:			
Qualifying Exam			
Date Taken	_ Passed	_ Failed	(First try)
Date Taken	Passed	Failed	_ (Second try if necessary)
Dissertation/Advisory Committ	ee Formed		(date)
Members:		, Chair	
Dissertation Proposal Title:			
Oral Prelim Exam			
Date Taken	_ Passed	_ Failed	(First try)
Advanced to Candidacy (Date)			

(To be completed by the student) Main Area of Research / Interest: **Progress Summary** Please write a short summary of your progress in the PhD Program over the past 12 months. Include accomplishments such as papers submitted or accepted, conferences attended, honors and awards, or any other significant event. You should also mention any problems in making progress on your degree that we should be aware of. Support How are you currently supporting yourself while working on your PhD? _____ Teaching Assistantship in (Department) _____

Research Assistantship with (Faculty member)

Other job for the University _____

Other

_____ Job Outside the University

(To be completed by Advisor of the student's dissertation committee)

Item	Satisfactory	Needs Improvement	Unsatisfactory	Comments
Develops a clear research plans, conduct valid, data-supported, theoretically consistent, and institutionally appropriate research and effectively disseminate the results of the research in appropriate venues to a range of audiences				
Applies a variety of strategies and tools. Uses a variety of sources and evaluate multiple points of view to analyze and integrate information and put forth critical, reasoned arguments.				
Applies subject matter knowledge to solve problems and make decisions.				
Develops a coherent understanding of the subject matter through synthesis across courses and experiences				
Communicates effectively.				
Uses appropriate technologies to communicate, collaborate, conduct research and solve problems.				
Chooses ethical courses of action in research and practice.				

(Advisor name / signature / date)