

**Oklahoma State University
Ph.D. in Education
Annual Review Form**

All doctoral students working toward the Ph.D. in Education at Oklahoma State University are expected to complete an annual review by **May 15**. The annual review process is designed to help students document and reflect on their experiences as well as help faculty provide feedback and suggest relevant opportunities to their advisees.

Students should use the annual review to summarize their accomplishments from that academic year. It is expected that subsequent reviews will reflect progress toward the recommendations presented in the review from the previous year.

To complete the annual review, Ph.D. students should respond to all questions in this form. They should then share the completed document with their advisor for discussion and approval. Once approved, the advisor will submit the form to the Ph.D. in Education coordinator.

If you have questions about this process, please contact your advisor, your option area’s graduate coordinator, and/or the Ph.D. in Education coordinator.

We hope this is a supportive process in your doctoral program.

Student name: _____

Current academic year (e.g., 2019-2020): _____

Doctoral advisor: _____

Dissertation advisor (if different from doctoral advisor): _____

Anticipated graduation semester: _____

Coursework

Add courses taken thus far in each section. List courses chronologically with the most recent courses listed last. Add rows as needed.

Course prefix and number	Course name	Semester taken	Credit hours
Leveling courses (if any)			
Common program core (9 hours) <i>* to include Doctoral Seminar (CIED 6503) early in the program</i>			
Research courses (12 hours)			
Specialization courses within the option area (24 hours)			

Cognate courses (9 hours)			
Dissertation hours (15 hours)			

** NOTE: If your plan of study changed since your initial submission and approval, then revisit the site and revise as needed. Your advisor and committee will then be notified to approve the updated program of study.*

Coursework

Write a brief narrative about how you are making satisfactory grades and progress in coursework.

Discuss how you're developing your understandings of cultural diversity via coursework.

Overall coursework self-evaluation

Rate on a scale of 1 to 3, with 3 being “excellent.” Write N/A if not applicable.	_____
-----------------------------------------------------------------------------------	-------

Milestones

Mark milestones completed and the date for each. (Note: Milestone events might not necessarily be completed in the order listed.)

Milestone	Date completed
Initial meeting with advisor	
Plan of Study approved by the Graduate College (http://planofstudy.okstate.edu)	
Responsible Conduct of Research (RCR) training completed (http://compliance.okstate.edu/rcr/training)	
Doctoral seminar course (CIED 6503) taken as part of “common program core” area	
IRB Training	

Title IX Training	
OSU 360° Competencies professional development program	
First conference presentation made	
First manuscript submitted	
Qualifying exam passed	
Dissertation proposal approved	
Thesis/Dissertation workshop completed	
Graduation clearance form submitted (http://planofstudy.okstate.edu)	
Application for graduation submitted (http://my.okstate.edu)	
Dissertation defended	

Research

Publications

List the APA citation and mark the corresponding box. Add rows as needed.

APA Citation	Submitted (includes if under review, revise and resubmit, or rejected)	Accepted (includes if already in- press/published)

Presentations

List the APA citation for presentations given this academic year.

--

Other Research/Scholarly Engagements

Write a brief narrative describing other research conducted that isn't listed above. This might include assistantship work, grant proposals, study abroad, etc...

--

Overall research self-evaluation

Rate on a scale of 1 to 3, with 3 being "excellent." Write N/A if not applicable.	_____
-----------------------------------------------------------------------------------	-------

Teaching

List any courses you taught and/or served as an assistant for at OSU. You're also encouraged to write a brief narrative about your experiences and work.

--

Overall teaching self-evaluation

Rate on a scale of 1 to 3, with 3 being “excellent.” Write N/A if not applicable.	_____
-----------------------------------------------------------------------------------	-------

Service

Write a brief narrative about service you’re involved with at the university, state, and/or national levels.

--

Overall service self-evaluation

Rate on a scale of 1 to 3, with 3 being “excellent.” Write N/A if not applicable.	_____
-----------------------------------------------------------------------------------	-------

Other Items of Note

Provide a list and/or brief narrative of other accomplishments including (but not limited to) awards earned, professional development involvement, assistantship work not described above, etc.

--

Self-Assessment and Goals

Provide a brief narrative to discuss what you view as your strengths, areas needing growth, and overall progress. If you are not satisfied with the progress made this academic year, discuss your plans to grow and how we might be able to help you in that effort.

--

What are your goals for the next year of your studies?

--

What are your professional career goals when you complete your program?

--

Student/advisee signature: _____

Date: _____

Advisor Feedback and Signature

To be completed by the advisor: Address areas of strength (e.g., courses, milestones, research, teaching, service, and/or other activity) and areas for growth and development for the next year.

--

Overall evaluation

The student is making satisfactory progress (yes, no, other).	_____
---------------------------------------------------------------	-------

Advisor signature: _____

Date: _____

Advisors: Upon completion and review with the student, upload this form and a copy of the student's current CV to the Ph.D. in Education program coordinator via the online form.