

Graduate Student Annual Report Form

Name: _____ Date: _____

Date of Entry into Program (month/year): _____ Program _____

The annual review is meant to help you evaluate your performance on the four main responsibilities you have graduate school: (a) progress through coursework and the milestones, (b) research activities, (c) professional activities (i.e., your performance as an instructor, TA or RA), and (d) service. The ultimate goal is to help you build a skill set and a vita that are as strong as they could possibly be. This form works best using Adobe Reader.

Here is the scale used by faculty to assess your progress:

Rating	Label	Sample criteria (as they apply)
3	Commendable	<ul style="list-style-type: none"> a. Completes milestones early b. GPA of 3 or better c. High research productivity (first authored and/or multiple acceptances in refereed, quality journal) d. Service showing leadership in field e. Superior teaching and/or TA performance^a
2	Satisfactory	<ul style="list-style-type: none"> a. Completes milestones in timely fashion b. GPA of 3 or better c. Moderate research productivity (submissions to refereed, quality journals, conference presentations, book chapters) d. Service to the department, the institute, the profession e. Satisfactory teaching and TA performance^a
1	Unsatisfactory	<ul style="list-style-type: none"> a. Does not complete milestones in timely fashion b. GPA unsatisfactory (2.0) c. Low or no research productivity d. No service or counterproductive service e. Unsatisfactory teaching and TA performance^a
0	Grounds for termination	<ul style="list-style-type: none"> a. Missing milestones after probation b. GPA unsatisfactory twice c. No research activity d. Failure to meet teaching, TA or other obligations e. Unethical behavior

^aFor teaching performance: as based on student evaluations and/or DOTE; for TA: based on supervisor assessment.

The information provided will be used to evaluate your performance and progress in the graduate program over the past year (**from last year April 16 to this year April 15**).

Instructions:

1. Please complete the following questions (directly on this form where possible, and by attaching documentation and/or extra pages where necessary). The form is most compatible with Adobe. Some features will not work in Preview for Mac. Adobe Reader can be downloaded for free to personal computers and the full Adobe suite is available on Georgia Tech computers. If you need more space than what is provided in the text boxes within the form, please add additional information in the text box provided in Appendix A (page 12).
2. Add an **updated copy of your CV** (current through April 16, 2018) to the end of this PDF.
3. If you have taught in the last year, **include student evaluations** at the end of this PDF.
4. After you have filled out the form, please meet with your advisor to fill out page 11 of this document together.
5. Once complete and signed by you and your advisor, please turn in a hard copy to the Graduate Coordinator via Shebbie Murray **by 5 p.m. April 16th**. You should keep a copy of this document for your records.

In the space below, provide a brief descriptive summary of your accomplishments in research, teaching, and service during the past year. This will provide a context for your end-of-year evaluation

A. Coursework and milestones:

Please mark the courses that you have completed since you began your graduate program and the grades that you received in them. If you entered your program with different course requirements, please include the differences in the textbox on page 5.

General Psychology Core Requirements:

(At least three)

<input type="checkbox"/> Psyc 6011 Cognitive	Grade ___	Waiver ___	1
<input type="checkbox"/> Psyc 6012 Social	Grade ___	Waiver ___	2,3,4
<input type="checkbox"/> Psyc 6013 Biopsychology	Grade ___	Waiver ___	
<input type="checkbox"/> Psyc 6014 Sensation/Perception	Grade ___	Waiver ___	3
<input type="checkbox"/> Psyc 6015 Developmental	Grade ___	Waiver ___	
<input type="checkbox"/> Psyc 6016 EAB	Grade ___	Waiver ___	
<input type="checkbox"/> Psyc 6017 Human Abilities	Grade ___	Waiver ___	
<input type="checkbox"/> Psyc 6021 Personality Theories	Grade ___	Waiver ___	
<input type="checkbox"/> Psyc 6060 Psychology of Aging	Grade ___	Waiver ___	2
<input type="checkbox"/> Psyc 6090 Cognitive Neuroscience	Grade ___	Waiver ___	
<input type="checkbox"/> Psyc 7101 Engineering Psych I	Grade ___	Waiver ___	3
<input type="checkbox"/> Psyc 7201 Industrial/organizational Psychology	Grade ___	Waiver ___	5

Quantitative Core:

<input type="checkbox"/> Psyc 6018 Research design (including RCR)	Grade ___	Waiver ___
<input type="checkbox"/> Psyc 6019 Stat I	Grade ___	Waiver ___
<input type="checkbox"/> Psyc 6020 Stat II	Grade ___	Waiver ___

Minor (If in I/O program must be statistics) (Ph.D. only):

<input type="checkbox"/> _____	Grade ___
<input type="checkbox"/> _____	Grade ___
<input type="checkbox"/> _____	Grade ___

¹ Four core classes are required for the Engineering Psychology area

² Required for Cognitive Aging area.

³ Required for Engineering Psychology area

⁴ Required for CBS area

⁵ Required for I/O area

Area Requirements

CBS:

__	Psyc 6040 Topics in Cognition & Brain Science	Grade __	Waiver __
__	Psyc 8080 Seminar in Cognition & Brain Science	Grade __	Waiver __
Instructor _____			
__	Psyc 8080 Seminar in Cognition & Brain Science	Grade __	Waiver __
Instructor _____			

Cognitive Aging:

__	Psyc 6041 Topics in Cognitive Aging	Grade __	Waiver __
__	Psyc 7020 Survey of Cognitive Aging	Grade __	Waiver __
__	Psyc 8020 Seminar in Cognitive Aging	Grade __	Waiver __
Instructor _____			
__	Psyc 8020 Seminar in Cognitive Aging	Grade __	Waiver __
Instructor _____			

Engineering Psychology:

__	Psyc 7102 Engineering Psyc II	Grade __	Waiver __	(MS & Ph.D.)
__	Psyc 7701 Teaching Practicum	Grade __	Waiver __	(Ph.D.)
__	Psyc 7104 Skills or Psyc 8040	Grade __	Waiver __	
				If 8040:
Instructor _____				
__	Psyc 8040 _____	Grade __	Instructor _____	

Industrial/Organizational Psychology:

__	Psyc 7202 Personnel Selection	Grade __	Waiver __
__	Psyc 7203 Organizational Behavior	Grade __	Waiver __
__	Psyc 7204 Training and Development	Grade __	Waiver __
__	Psyc 7205 Teams	Grade __	Waiver __
__	Psyc 8050 _____	Grade __	Instructor _____
__	Psyc 8050 _____	Grade __	Instructor _____

Quantitative Psychology – additional quantitative courses (e.g., Multivariate Statistics, Psychometric Theory, Item Response Theory, Structural Equation Modeling, Multilevel Modeling, Longitudinal Modeling, Categorical Data Analysis, Multidimensional Scaling, ...):

__	Course 1 _____	Grade __
__	Course 2 _____	Grade __
__	Course 3 _____	Grade __
__	Course 4 _____	Grade __
__	Course 5 _____	Grade __

If you began the program under a different course schedule, please list any changes in course requirements here:

Overall Ph.D. Program Progress

Indicate which of the following program milestones **completed since your last annual review**

- _____ Master's Thesis Proposal Meeting/Approval
- _____ Master's Thesis Final Defense
- _____ Prelim Exams Passed
- _____ Dissertation Thesis Proposal Meeting/Approval

GPA

What courses have you completed since your last annual review?

<u>Course/Semester Taken</u>	<u># of credit hours</u>	<u>Grade</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<i>Total # credit hours:</i>	_____	_____
<i>GPA in these courses?</i>	_____	_____

B. Research Activities

1. Your CV should indicate all publications, presentations, awards, honors that you have received to date.
2. Research Activities since the last performance review.

a. List papers published or in press since the last annual review:

1. Peer-reviewed journal articles

2. Book chapters

3. Proceedings and published abstracts

4. Other

b. List publications submitted **since the last annual review**:

1. Peer-reviewed journal articles

2. Book chapters

3. Proceedings and published abstracts

4. Other

c. Presentations at conferences

d. Other (e.g. grants funded, supervision of undergraduate students in the lab, RA work outside your advisor's lab...)

C. Teaching Activities

1. Courses and/or Labs taught since your last performance review:
Number and name of courses (attach student evaluation for each course if applicable):
Fall: _____
Spring: _____

2. TA positions served during since your last annual review:
Number and name of course(s) and major duties:
Fall: _____

Spring: _____

D. Professional development/Service Activities

1. Fully describe all professional honors, awards, and/or prizes received since your last performance evaluation (include title, organization/society awarding honor, other relevant information):

2. Indicate and describe any of the following activities you engaged in since your last performance review:
External Professional/Service Activities:
Election to professional national, regional, or state organizations

Editorial Activities (e.g., guest journal reviewer, convention program reviewer, etc.)

Appointment/service to professional national, regional, or state organizations

Service to local community outside of the Institute (e.g., community presentations, workshops/invited lectures to local schools or organizations, nonprofit board service, etc.)

Internal Professional/Service Activities:
School of Psychology Committee membership (committee name, dates of service)

College or Institute Committee membership (committee name, dates of service)

Other (e.g., Invited lectures (e.g. Psi Chi), developing informal graduate student learning activities, etc)

Please list your goals for the next year in the space provided below.

Comments from advisor:

Planning:

1. Does student want funding as a Departmental TA next year? _____
If not, what is student's current funding status?

2. Recommended student objectives for next year:

a. Academic/Coursework:

b. Research:

c. Teaching:

d. Professional/service:

e. Other:

Student Signature: _____ Date: _____

Faculty Advisor Signature: _____ Date: _____

Appendix A. Please include any additional information here that would not fit in the space allotted.