

Annual Review of Graduate Students
Department of Integrative Biology
Policy adopted August 2014

→ All Integrative Biology graduate students will be reviewed annually by the Graduate Committee to track progress, ensure timely completion of program and degree requirements, and provide students with a mechanism of review that is efficient, relevant, and instructive.

→ Annual review for all graduate students will cover the preceding calendar year (1 January – 31 December), regardless of when the student entered the Integrative Biology graduate program.

→ All students will prepare their annual reviews by following the template provided in Appendix III of the Integrative Biology Policy and Procedures Manual (template also can be found below and as a link on the Department of Integrative Biology website).

→ **Annual reviews are due no later than the first day of classes each Spring semester.** They are to be submitted by email to the Graduate Coordinator and cc'd to the student's advisor and advisory committee; submitting the annual review in this fashion indicates that the advisor previously has seen and accepts the contents of the student's submitted annual review.

→ The Graduate Committee will evaluate the annual reviews in a timely fashion to ensure satisfactory progress is being made and, in consultation with the student's graduate advisor, to call attention to achievements worthy of nomination for award/recognition or, when necessary, deficiencies in need of corrective action. Should corrective actions be required and not taken by the student, any resulting negative actions recommended by the Graduate Committee (e.g., loss of assistantship, dismissal from Integrative Biology graduate program) shall be advisory to the Department Head.

Graduate Student Annual Review Template
Department of Integrative Biology

- I. Date
- II. Name
- III. Degree (MS-thesis, MS-report, PhD-60hr, PhD-90hr)
- IV. Semester and year you entered the graduate program
- V. Graduate advisor
- VI. Advisory committee members (if you have not formed your advisory committee yet, enter “TBD” here)
- VII. Semester and year approved Plan of Study due
 - a. Status of your Plan of Study: Not submitted; Submitted (date); or Approved (date) – you must place a printout of your approved Plan of Study in your departmental graduate folder
- VIII. Semester and year approved Research Proposal (Outline for MS-report option) due
 - a. Status of your Research Proposal (or Outline): In preparation; In review by Graduate Advisory Committee (date given to them); or Approved (date) – you must place a copy of your approved Research Proposal (or Outline), including the departmental signature page, in your departmental graduate folder
- IX. Semester and year Comprehensive Exam due (PhD only; if MS enter “NA” here)
 - a. Status: Not yet completed; Not passed (date); or Passed (date) – you must place the signed departmental Comprehensive Exam Results form in your departmental graduate folder
- X. Dates of all Advisory Committee meetings (starting with most recent; enter “None” here if you have not yet had your first Advisory Committee meeting)
- XI. Research activities/progress during review period (enter “None” as necessary)
 - a. Grant/scholarship/fellowship proposals submitted (status: Awarded; Not awarded; or In review)
 - b. Presentations (oral or poster, meeting/conference title and location, date)
 - c. Publications (give full citation or clearly indicate if In preparation or In review)
 - d. Other
- XII. Teaching/mentoring activities/progress during review period (enter “NA” or “None” as necessary)
 - a. Courses/lab sections for which you served as a teaching assistant/associate (enter “NA” if you were not assigned a GTA during the review period)
 - i. Modifications, innovations, or any other extra work contributed in the course of carrying out your assigned GTA
 - b. Undergraduate students mentored/assisted in research (e.g., Freshmen Research Scholars, ZOOL 4700, Wentz or Niblack Scholars, etc.) including a brief explanation of your role
 - c. Other
- XIII. Professional activities/progress during review period (enter “None” as necessary)
 - a. Leadership positions held
 - b. Memberships in professional organizations
 - c. Committee service (departmental, college, university, professional organization, etc.)
 - d. Professional development activities (workshops attended, certifications received, etc.)
 - e. Other
- XIV. Outreach/Broader Impact activities during review period (enter “None” as necessary)
 - a. List and briefly describe, including location and date
- XV. Goals for upcoming review period (enter “None” as necessary)
 - a. Research goals
 - b. Teaching/mentoring goals
 - c. Professional goals
 - d. Outreach/Broader Impact goals
- XVI. Curriculum Vitae (CV) – attach an updated, complete CV to this annual review