ESS MS Annual Review

The annual review process for MS students is based on three items:

1. **Written Annual Review Report.**
   - **a.** Complete Section I of the Annual Review Report.
   - **b.** Attach a current copy of his/her transcript.
   - **c.** Provide a copy to his/her advisor and committee members prior to the meeting.

2. **Meeting of the Annual Review Committee**
   - **a.** The student schedules a meeting with the Annual Review Committee during the specified dates in Winter or Spring Quarter. Topics discussed at this meeting include the student's progress over the past year, plans for the next year, and recommendations from the committee.
   - **b.** The advisor should complete Section II of the Annual Review Report, have the student and other committee members sign either during or immediately following the meeting, and return the completed report to the Student Services Manager by May 31.
   - **c.** Any student who has completed the M.S. Oral Presentation either during Spring Quarter or the previous Winter Quarter may elect not to hold this meeting.

3. **Review of the student's academic record.** Following the Annual Review Committee meeting, the Student Services Manager shall review the student's academic record and notify the student and the advisor of deficiencies, if any.

STUDENT INFORMATION

Student Name _____

Student ID _____

Annual Review Date _____

COMMITTEE MEMBERS

Student _____ Signed _____ Date _____

Academic Advisor _____ Signed _____ Date _____

Research Advisor _____ Signed _____ Date _____

Member _____ Signed _____ Date _____

Member _____ Signed _____ Date _____

Section I

1. List courses you need to complete your degree program (include course number and name). Student may attach course form.

2. List any research project(s) or other special projects either completed or ongoing:

3. Describe your summer internship or other recent work experience, if any:

4. Describe your prospective M.S. Project:

5. Provide information about your M.S. Report

   a. Prospective title of your report:

   b. Suggested faculty members to attend your M.S. presentation:

   c. Expected or scheduled date of the presentation (month and year):

   d. Have you or do you plan to transfer to the Ph.D. program?

6. List the date you expect to graduate (quarter and year):

7. List publications, manuscripts in preparation, presentations at scientific meetings (talks and posters), and seminars (include title and place):

8. Describe other noteworthy events and accomplishments (e.g., honors, awards or commendations):

Section II

9. Advisor and committee members should use the space below for comments:

   a. Summarize topics reviewed and student's progress:

   b. List recommendations to candidate (be specific):