

CSGSA STUDENT PROGRESS REVIEW

(To be completed by the advisor with the advisee at the end of discussion)

We suggest that you read and annotate the “**CSGSA Graduate Student Skills List**” before the meeting, and use it as a guideline or starting point for your discussion. *During the meeting between advisor and advisee*, discuss these issues with your student and fill out this form and the “**Milestones Agreement Form**” together *at the end of your discussion*. In your comments, please provide specific examples demonstrating the student’s mastery or lack of mastery in a particular area. If you and your advisee agree on the appraisal and deadlines, you should both sign the forms, indicating the date of your meeting. [NOTE: *This form will be included in the student’s folder. If you and your advisee disagree on any points of the appraisal, we request that you clearly indicate them on an extra sheet of paper attached to this form.*]

We recommend that you also hold a faculty advising review in conjunction with this student review (see the “**CSGSA Faculty Advising Review**” form).

Student’s Name: _____

Meeting Date: _____

Appraising Faculty: _____

Semester: _____

- Please provide a written appraisal of the student’s overall progress:

- What has (s)he done well recently?:

- What has (s)he not done well recently? What specific suggestions do you have for improvement?

- What skills, areas, and milestones most require the student’s attention before the next review? What upcoming deadline has been agreed upon?

- Is there anything else you would like to add (e.g., advice, recommendation, or encouragement) which has not been covered above?

The student and the advising faculty have discussed this review and agree on the appraisal:

Appraising Faculty’s Signature: _____

Student’s Signature: _____

(PLEASE RETURN TO THE CS GRADUATE ASSISTANT, 449 SODA HALL)