

Graduate  
Student  
Annual Self-  
Assessment

Department of Community Sustainability

Calendar Year Assessed: \_\_\_\_\_

**Section I** (to be completed by student)

Date of Student Report: \_\_\_\_\_

Name: \_\_\_\_\_ PID: \_\_\_\_\_

Degree Sought: ☐ MS-A  
☐ MS-B  
☐ PhD

Semester/Year Started: \_\_\_\_\_

Semester/Year Program Plan Due: \_\_\_\_\_  
(no later than 2<sup>nd</sup> semester for MS; no later than 3<sup>rd</sup> semester for PhD)

Cum GPA: \_\_\_\_\_

Program Plan Submitted: ☐ NO ☐ YES

Courses completed this calendar year:  
(alpha-numeric codes only; titles not needed)

If YES, describe plan to complete:

Any incomplete/deferred courses?

☐ NO ☐ YES

Any courses on your degree plan that are not offered when you need them?

☐ NO ☐ YES

If YES, list potential alternatives:

Did you receive assistantship or hourly pay at MSU for semesters during this year?

☐ NO ☐ YES If yes, complete the table below.

		ASSISTANTSHIP			HOURLY
	Type GA OR # hours/week	1/4	1/2	3/4	
SPRING	Supervisor's last name				
	Type (research, teaching, outreach)				
SUMMER	Type GA OR # hours/week	1/4	1/2	3/4	
	Supervisor's last name				
	Type (research, teaching, outreach)				
FALL	Type GA OR # hours/week	1/4	1/2	3/4	
	Supervisor's last name				
	Type (research, teaching, outreach)				

Summarize experiences gained & skills learned during assistantship/hourly work (max 700 characters)

Did you receive any MSU/CSUS fellowship/scholarship \$\$\$ this year? ☐ NO ☐ YES

If yes, indicate type and amount:

## Section I (cont.) Student Assessment

- In a separate report, address #s 1-4 below. Submit with completed form to your faculty advisor.
- Faculty advisor will review your report, then write his/her assessment of your progress (*Section II*).
- After you receive advisor's assessment, meet with your advisor to review the assessment, then both sign this signature form (*Section III*).
- Compile cover form, student written assessment, advisor written assessment, and signature form. Submit entire assessment packet to the Graduate Secretary, to be placed in your permanent file.

### **Reflecting on the past year** (assessment); label and number each of the 4 sections separately

1. Describe your personal and professional goals and describe how your studies relate to them.
2. List and describe the following, as pursued during the past calendar year:
  - Professional or academic professional presentations
  - Supplemental professional reading
  - Attendance at seminars, presentations or training (on or off campus)
  - Writing and submission of professional or research articles
  - Community outreach activities related to your professional goals
  - Unpaid research/experiences relevant to your professional goals
  - Any other activities supportive of your scholarly academic and professional development

### **Looking forward** (recommendations written in two separate sections, each labeled with subheading)

3. Provide recommendations for how your academic advisor and your committee can help you address any concerns you may have, or facilitate your degree progress.  
(*This section is to be used by you and your advisor.*)
4. Provide recommendations for how the Graduate Affairs and Curriculum Committee and/or the Department can help you address any concerns you may have, or facilitate your degree progress.  
(*Write this section on a separate page, without your name. It will be pulled from your report, compiled with comments from all other graduate students, and used as input to help improve the graduate experience. Your name will **not** be associated with your comments.*)

## Section II (to be completed by faculty advisor)

Date of Faculty Report: \_\_\_\_\_

Faculty report (*attach to assessment form and student's self-assessment report*):

After reviewing the student's report, write your annual assessment of the student's progress, accomplishments and ongoing work toward completing their degree. Provide recommendations, as needed, to assist student in their progress.

## Section III -- Signatures (to be signed after student/advisor meeting to discuss progress)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Advisor Signature

\_\_\_\_\_  
Date

Original to: Graduate Program Coordinator and Graduate Student File (*via Graduate Secretary*)  
Copies to: Graduate Assistant File (*if relevant*)  
Student  
Faculty Advisor  
Department Chairperson (*during faculty member's annual review*)