

University of Wisconsin-Milwaukee
Zilber School of Public Health

Annual Review of PhD Student

Name of Student: _____ Year of Annual Review: _____

Name of Major Professor/Advisor _____ Date of Meeting: _____

The purpose of this form is to facilitate PhD student advising and provide students with documentation of satisfactory progress in their program.

Directions: Students should

- make an appointment [in person, via telephone, zoom] to discuss their annual review before April 30th of each academic year,
- submit materials listed in **Section A** one week before the meeting, and
- be prepared to discuss items listed in **Section B** of the form prior at the meeting.

Both the student and the Major Professor/Advisor should sign the form at the end of the conference. The major professor/advisor will complete Section C and submit the completed form to the student by the end of the semester and to the Associate Dean of Academic and Student Affairs for review and signature.

SECTION A (to be completed by the student)

ACCOMPLISHMENTS

- a) Please provide an updated CV in which the following accomplishments **during the past academic year** are highlighted in yellow.
 - i) Research presentations at local, regional, or international research conferences and events
 - ii) Papers and publications of which you were a co-author
 - iii) Academic and professional awards and honors you have received if applicable.
 - iv) Teaching positions or guest lectures
 - v) Service to school and/or field
- b) Please provide an updated plan of study (available on the Zilber website) and be prepared to discuss any course incompletes or deferrals as well as the plan and timeline for resolving these course-related issues if applicable.

SECTION B (to be discussed during meeting)

Please be prepared to discuss the following regarding AREAS OF GROWTH AND DEVELOPMENT

- a) Describe what you have done this year to facilitate your progression in the PhD program (i.e. comprehensive exam, committee formation, engagement in research with faculty, tracking of accomplishments in Milestones system etc).
- b) Describe any barriers to your progression you have experienced (i.e., funding challenges, course availability, etc.).
- c) Describe what ways could your advisor facilitate your progression in the program.

Please be prepared to discuss the following regarding FUTURE PLANS

- a) List your academic goals for the next year (i.e., taking comprehensive or qualifying exams, forming dissertation committee, making connections in areas of interest outside Zilber, etc.).
- b) Describe any concerns you have about meeting these goals.

SECTION C (to be completed by the Major Professor/Advisor)

Please comment about student's accomplishments and areas for improvement and progression during the next academic year.

STATUS:

Progress Satisfactory

Progress Not Satisfactory

Signature of Student / Date

Signature of Major Professor/Advisor / Date

Signature of Associate Dean of Academic and Student Affairs/Date