Petroleum Engineering Annual PhD Student Review System

Summary:

- Reviewing graduate students progress once a year provides an opportunity to assess performance and clarify expectations.

- An annual assessment of student progress includes goal setting and identifying milestones for the coming year.

- An annual assessment requires students to prepare a progress report each year.

- An annual assessment functions as an early warning system because it encourages the student and faculty to identify issues early on and provides an opportunity for students to share any underlying personal problems that may be affecting their research or course work.

- An annual assessment provides the student with a written version of the review that indicates progress to date and clearly sets out expectations for the coming year. (Students value knowing more than just their grades.)

- An annual assessment provides the student the ability to discuss any critique in a constructive fashion.

Mailing Address:
   3116 TAMU
   College Station, TX 77843-3116
   Web - engineering.tamu.edu/petroleum

Graduate Program Office:
   401W Richardson Building
   College Station, TX 77843-3116
   Tel. 979.845.2287   Fax 979.845.1307

Annual PhD Students Review System Procedure

1. Department graduate office completes the student information portion.
2. Student completes his/her portion by attaching a CV / One-page progress / PowerPoint.
3. Student's PhD committee members review the documents and provide some feedback to the committee chair, who summarizes the review and then gives to the student.
4. Department graduate office will complete ALL PhD student annual reviews by May 31st of each year.

Annual PhD Student Progress Form

Student Name: _____   **ID Number:** _____

Email Address: _____   **Phone:** _____

Date of First Enrollment in the PhD Program (semester/year) _____

Expected Graduation / Completion Date (semester/year) _____

Graduate Credit Hours completed during PhD study at Texas A&M: _____   GPA: _____

Name of your Advisor: _____

Qualifying Exam

Date Taken _____   Passed ____   Failed ____   (First try)

Date Taken _____   Passed ____   Failed ____   (Second try if necessary)

Dissertation/Advisory Committee Formed _____ **(date)**

Members: _____, Chair

   _____

   _____

   _____

   _____

Dissertation Proposal Title: _____

Oral Prelim Exam

Date Taken _____   Passed ____   Failed ____   (First try)

Advanced to Candidacy (Date) _____

Main Area of Research / Interest: _____

Progress Summary

Please write a short summary of your progress in the PhD Program over the past 12 months. Include accomplishments such as papers submitted or accepted, conferences attended, honors and awards, or any other significant event. You should also mention any problems in making progress on your degree that we should be aware of.

Support

How are you currently supporting yourself while working on your PhD?

_____ Teaching Assistantship in (Department) _____

_____ Research Assistantship with (Faculty member) _____

_____ Other job for the University _____

_____ Job Outside the University

_____ Other _____

(To be completed by Advisor of the student's dissertation committee)

Item	Satisfactory	Needs Improvement	Unsatisfactory	Comments
Develops a clear research plans, conduct valid, data-supported, theoretically consistent, and institutionally appropriate research and effectively disseminate the results of the research in appropriate venues to a range of audiences				
Applies a variety of strategies and tools. Uses a variety of sources and evaluate multiple points of view to analyze and integrate information and put forth critical, reasoned arguments.				
Applies subject matter knowledge to solve problems and make decisions.				
Develops a coherent understanding of the subject matter through synthesis across courses and experiences				
Communicates effectively.				
Uses appropriate technologies to communicate, collaborate, conduct research and solve problems.				
Chooses ethical courses of action in research and practice.				

(Advisor name / signature / date)