**Doctoral Student Annual Evaluation**

**Department of Special Education**

**Florida Atlantic University**

**Instructions:** This form is to be jointly completed by the student and academic advisor or dissertation chair (depending on student status in the program). Adequate yearly progress while is expected while students are enrolled in the doctoral program. Students are to complete Part I and II, attach a current vita, and then submit the form to the academic chair or dissertation advisor no later than the end of spring semester each year in the program. The academic advisor or dissertation chair is to complete Part III, indicate an overall rating of the student’s progress (i.e., *satisfactory, marginally satisfactory, or unsatisfactory*), then forward the completed form to the ESE Doctoral Coordinator no later than the beginning of the summer semester.

***Part I.* Student Demographics** (to be completed by the student)

|  |  |
| --- | --- |
| **Annual evaluation is being completed for the Academic Year:** | **Current Status** **in the program.** Check applicable stage:   * Completing Coursework * Preparing for candidacy (e.g. comps, prospectus) * Advanced to Candidacy, Semester/Year:\_\_\_\_\_\_\_\_\_\_\_. * Dissertation Writing; anticipated completion: Semester/year |
| **Doctoral Student Name**: |
| **Total number o**f **years in Special Education Doctoral program** (including current year): |
| **Date of last committee meeting:**  *(Please note: Committees should meet at least once per academic year. Students with inactive committees are encouraged to schedule a committee meeting to review progress toward degree prior completing this evaluation)*  Date Internship I completed  Semester/year:  Date Internship II completed  Semester/year:  Date comprehensive exams completed (or date scheduled). Semester/year:  Dissertation prospectus approved? Yes or no. If yes, Semester/year: | **Committee/Members**  Academic Committee Chair:  Dissertation Committee Chair:  List academic or dissertation committee members: |

**Part II: Report of Progress** (to be completed by the student) includes a written description of progress in the areas below (as applicable). *Please note: if a section is not applicable, include a a narrative justification as to why it is not applicable.*

**CITI Training:**For first year students, provide CITI training certificate. If completed previously, provide the expiration date.

1. **Coursework Completion:** Describe progress in completion of coursework in relation to requirements delineated on official program sheet. When completing the Internship courses, refer to the section on Teaching Assistant and describe activities there (students should print out and review unofficial transcripts with advisor prior to writing this section).   
   Insert information here in no more than two paragraphs.
2. **Research Engagement:** In APA format, list all the research/scholarship endeavors in which you are currently involved.

Insert information here in no more than two paragraphs.

1. **Service Engagement:** List service activities and roles on the local, state or national level. Address the type and frequency of service.  
   Insert information here in no more than two paragraphs.

**Performance as Research Assistant at FAU:** Describe the specific activities conducted when serving as research assistant. What you have learned? What might you improve?   
Insert information here in no more than two paragraphs.

1. **Performance as Teaching Assistant/Instructor at FAU:** Use the TA/SPOT and/or other evaluations to guide development of this section. Attach TA/SPOT evaluations if available. Provide a descriptive self-assessment of your performance as a Teaching Assistant/Instructor.   
   Insert information here in no more than two paragraphs.

**Dissertation:** Identify current dissertation stage (see Table 1 below delineating dissertation stages). Describe progress made over the previous academic year, including work completed within and across each stage.

Insert information here in no more than two paragraphs.

1. *Attach* current, up-to-date vita

**Part III.**  **Faculty Report of Progress for Doctoral Student** (to be completed by the academic advisor or dissertation chair (depending on student status in the program). Advisors, please return completed *Doctoral Student Annual Evaluation* (Parts I, II, and III) to the ESE Doctoral Coordinator no later than the beginning of summer semester of the current academic year.  **Doctoral Student:**

**Academic Year:**

**Progress:**Provide brief comments and indicate if performance is *satisfactory, marginally satisfactory,* or *unsatisfactory* in the following areas.

1. **Coursework Completion**
2. **Research Engagement**
3. **Performance as Teaching/Research Assistant**
4. **Dissertation**
5. **Indicate your** overall rating of student progress (i.e. *satisfactory, marginally satisfactory, or unsatisfactory*) for all areas. In the case of an overall *unsatisfactory* rating, indicate if this student has received this rating for any previous years in this program.

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Signature of Academic Advisor/Dissertation Chair Date

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Signature of Student Date