**WSU History Department**

**MA Progress Report**

Submit this form, your updated Program Benchmarks Checklist, your History Funding Request form (if applicable), and your current cv or resume, to the DGS via email no later than January 15\* each year.

Date

Name

Preferred pronouns

Non-WSU email

GPA

Credit hours completed to date       of 30 required hours

Are you enrolled in a dual or joint degree program? If so, remember you need to submit a separate plan of work for each degree you plan to earn.

No

Yes, the MA/MLIS

Yes, the MA/JD

Are you pursuing (or have you already earned) any graduate certificates? If so, remember you need to submit a separate plan of work for each degree you plan to earn.

No

Yes, World History Bridge Certificate

Yes, Archival Administration

Yes, Nonprofit Administration

Anticipated/actual date of MA coursework completion

Anticipated/actual date of MA essay/thesis proposal meeting

Anticipated/actual date of MA essay/thesis research completion (including archival research, oral history interviews, fieldwork, and other necessary data collection)

Anticipated graduation date (semester and year)

Review your Plan of Work (POW) with your advisor. Do you need to make adjustments to your POW? If so, please explain.

Review your Program Benchmarks with your advisor. Are you on schedule to meet your benchmarks? If not, please explain how you plan to get back on track.

MA essay/thesis topic (if known)

Briefly describe your progress toward essay/thesis completion (research planned and/or completed, sections drafted, completion timeline, etc.).

Briefly describe professional development opportunities you have pursued since your last progress report (conferences attended, papers presented, workshops or seminars at WSU or elsewhere, internships or volunteer experience, membership in a professional organization, etc.) and how they will contribute to your career goals.

What are your goals for the year ahead?

**Advisor Evaluation**

Student is making **excellent** progress (i.e., student is meeting or exceeding all of advisor’s expectations).

Student is making **satisfactory** progress (i.e., student is meeting or exceeding some, but not all, of advisor’s expectations). Advisor should use the “additional advisor comments” field, below, to list areas which require improvement, identify whether issues are continuing or emerging, and offer clear written recommendations to the student on how to address advisor’s concerns. Advisor and student should discuss these recommendations to ensure that the student understands what is expected of them moving forward.

Student is making **unsatisfactory** progress (i.e., student is not meeting advisor’s expectations and/or has earned a B- or lower in a course and is in danger of being removed from the program). Advisor should use the “additional advisor comments” field below to list areas which require improvement, identify whether issues are continuing or emerging, and offer clear written recommendations to the student on how to address advisor’s concerns. Advisor and student should discuss these recommendations to ensure that the student understands what is expected of them moving forward. Because unsatisfactory progress marks the beginning of a probationary period after which the student may be dismissed from their program, the advisor and student must also agree on a timeline for remedying areas in which the student is not meeting expectations and submit it to the DGS with this review.

**Advisor comments**

     

Advisor Signature Date