

**Department of Sociology
M.A. Program
Annual Master's Student Review
Academic Year: 2018-2019**

STUDENT SELF-STUDY SECTION

Note: Submit Current Curriculum Vitae (CV) with this Self-study

Student Information
Student Name:
Banner ID 00
AccessID:
Non-WSU Email:
Current Phone Number:

Committee: Advisor/Chair and Member Names
Advisor/Committee Chair
Internal Member
Internal Member

SECTION I: PROGRESS IN PROGRAM

Program Start Date: Term and Year	Month/Year Time Clock Expires:
Cumulative GPA:	MA Credit Hours Completed To-Date (include current semester):
Date Plan of Work Approved/Will Submit: Term and Year	
Date Coursework Completed/Will Complete (including thesis/essay/internship credits): Term and Year	
Date Thesis/Essay Proposal Approved/Will Defend: Term and Year Actual Date (if known)	
Date Thesis/Essay Defense Scheduled: Term and Year Actual Date (if known)	
Course Incompletes: Number of Incompletes: Taken Removed Remaining	Number of Course Grades B- or Lower:
Time Extension Received: No/Yes If Yes, provide expiration date	

SECTION II: CAREER PREPARATION ACTIVITIES AND ACHIEVEMENTS

List below only for the April 2018-April 2019 time period.

Publications (work in progress/submitted work):

Conference, Workshop, and Seminar Presentations (regional/national/international conferences):

Graduate Assistantship Work - Teaching (also include SET scores for Q1, Q2, Q24):

Service to Department, University, Profession, and Community:

Awards and Other Recognitions:

Other Scholarship, Teaching, and Service Activities:

Career Preparation Goals for Next Academic Year (specific/measurable goals):

Department of Sociology
Criteria for Master's Student Annual Evaluation

PROGRESS IN THE PROGRAM

MA students are expected to make satisfactory academic progress, which means they are maintaining "good academic standing." Maintaining good academic standing will mean students are eligible for jobs after graduation, entry into PhD programs, and potential funding opportunities. Satisfactory progress in the MA program is indicated by:

- Maintain a minimum of a 3.3 average GPA (a B+ average).
- No more than one course Incomplete through all coursework
- Earn a B or higher in all coursework; a B- or lower results in earning unsatisfactory progress for that year's review
- No more than one course grade of B- or lower
- File Master's Plan of Work after completion of 12-16 credit hours or no later than the end of the first academic year.
- Make regular and consistent progress through required coursework so that they are making steady progress towards their MA degrees.
- Students should not leave the university and remain unregistered for courses (i.e., "stop out") or thesis credits. If students are out for more than one academic year (two semesters) while they are completing their required coursework, they are at risk of dismissal from the program.
- Complete coursework and the thesis/essay within six years, per university guidelines. This means there should be no more than two academic years (four semesters) between the completion of required coursework and the completion of a Master's thesis or essay.
- Students interested in the PhD program should take no longer than three years to finish the MA degree requirements, preferably two years.
- Students taking courses part-time (i.e., one course per semester) should remember that they are given the same time clock as full-time students, and must finish within six years' time if they are a Masters student.
- Pass oral defenses (Master's essay or thesis) on the first try. Students should work with their advisers to ensure that they are prepared for their oral defense. If students cannot pass an oral defense they are dismissed from their Master's program. Only in rare circumstances are students given a second chance to pass an oral defense.
- Students are expected to meet at least once a semester with their adviser to ensure they are making satisfactory academic progress.

PROGRESS IN CAREER PREPARATION

Satisfactory progress in career preparation for *all students* is indicated by:

Research/Scholarship

- . Publications
- . Conference presentations
- . Grants, fellowships, and scholarships, both internal and external
- . Submission of manuscripts to journals and conferences
- . Submission of proposals for grants, fellowships, and scholarships, both internal and external
- . Awards related to research/scholarship
- . Other research/scholarship related activities

Graduate Assistantship (if applicable)

- . Teaching assistantship review, including SET scores
- . Awards related to teaching

Service

- . Visibility and participation in department activities (e.g., graduate student workshops, colloquia, job candidate talks/meetings, sociology graduate and awards ceremony, etc.)
- . Department, college, or university committee membership
- . Profession, such as conference paper reviewer, journal manuscript reviewer, and officer in associations
- . Community, such as volunteering, consulting, and presentations in areas of research/scholarly expertise
- . Other service related activities

A satisfactory evaluation is earned by students who maintain the above expectations of progress in the program, have at least one conference presentation and/or journal submission during the evaluation period, and participate actively in department and professional activities.

A satisfactory with concerns, or unsatisfactory progress is earned by students who fail to fulfill one or more items in the evaluation categories described above. Areas of concern, along with recommendations for improving performance, should be clearly articulated. Goals for the following year are also described and then used to evaluate performance at the end of the next year.

If MA students do not maintain good academic standing as specified by the above criteria, they are making "unsatisfactory progress" in the program. Students who are making unsatisfactory progress will not be admitted to our PhD program if they apply. Students will not be considered for departmental funding opportunities. Students who are making unsatisfactory progress are at risk of not completing the degree programs within their allotted times; extensions on time clocks are difficult to acquire. Students who are making unsatisfactory progress are at risk dismissal from the MA program. The following outlines the process:

- If students earn an "unsatisfactory progress" evaluation, they have 18 months to resolve academic issues related to poor academic performance before dismissal from the program.
- The 18 month clock begins upon students' first unsatisfactory evaluation following the annual review conducted in May of each academic year. Students will receive notification of their risk for dismissal from the program outlining the steps needed to resolve the issues.
- Students with an unsatisfactory evaluation are re-evaluated in December of the same year.
- If students resolve the issues by their mid-year assessment, but no later than their review the following year, the risk of dismissal is retracted and students receive notification they are in good standing.
- If the issues indicated in the previous year's annual review go unresolved resulting in a second unsatisfactory evaluation, students remain at risk for dismissal from the program and will be given until December of the same year to resolve the issue.
- If students resolve the academic issues between the second unsatisfactory review and December of the same year, advisers must notify the graduate committee that students are now in good standing. Otherwise, students will receive a dismissal letter in December (18 months after the first unsatisfactory evaluation).
- The appeal process requires students to submit their appeal in writing to the graduate committee within 60 days of receiving their dismissal letter. The appeal requires the endorsement of their faculty adviser and will be decided by vote of the graduate committee.
- Given that students will not be dismissed from the program until they have failed to make satisfactory progress towards their degree for 30 consecutive months (includes 12 months of academic year preceding notification of making unsatisfactory progress), appeals will only be granted if extraordinary extenuating circumstances can be demonstrated.

Student goals for next academic year (to be completed by student):

Adviser general assessment (to be completed by adviser only) (include issues/solutions for next academic year and courses needed):

Adviser assessment:

Satisfactory: _____

Satisfactory, with concerns: _____

Unsatisfactory: _____

Acknowledgement:

I have read this annual review:

X _____
Student Signature

Date _____

X _____
Adviser Signature

Date _____

By signing this report, both the adviser and the student are aware of the deadlines found on top of page one of this evaluation. It is the student's responsibility to keep track of their deadlines for satisfactory progress in the program. Students failing to file an extension within the appeal deadline (6 months after the expiration of their time clock) are at risk of any appeal being denied, and they can be dismissed from the program. Please note that if students are not registered for more than 2 semesters sequentially, re-admittance to the program is not guaranteed. See Graduate Student Handbook for details.