



Rhetoric and Writing Graduate Program

ANNUAL REVIEW CHECKLIST FOR FACULTY

Details and specifics about the annual review process are shared in the RW Program Handbook (<http://wrac.msu.edu/graduate-programs/graduate-handbooks/>). The annual review process and meeting is designed for a student to meet with their committee, discuss their experiences in the graduate program, share their work and goals, and plan for the coming year(s).

Although the annual review process is required, this is not an assessment moment; this is a moment to have a good conversation and engage in reflection and goal-setting. It is useful for chairs to let students know beforehand that the nature of the meeting is a conversation, instead of assessment, so they can come with that expectation.

Please also consult the ANNUAL REVIEW CHECKLIST FOR STUDENTS. Please also consult the RW Graduate Handbook for specifics on course requirements, credit requirements, and other important details related to the items below.

Annual Progress Reports, Part A and Part B

---	By January 15:	Students will be required to complete the Annual Progress Report Part A (via Google Form) and submit their updated CVs to Melissa.
<input type="checkbox"/>	By May 1:	Committee chairs will be required to complete the Annual Progress Report Part B (via Google Form) to indicate that an annual review has taken place and that the student is in good standing in the program.

Annual Review Meeting, First-year MA students

<input type="checkbox"/>	<i>If you are the student's chair, contact either the Director of CSLP or the Director of DRPW for the student's advising form before the meeting.</i>
<input type="checkbox"/>	<i>If you are the student's chair, ask that the student fill out, as best they can, handbook Appendix A, MA Report of the Advisory Committee, prior to the meeting.</i>

<input type="checkbox"/>	Discuss Responsible Conduct of Research (RCR) progress. (Appendix C of the graduate handbook is the requirements completion form students are required to complete. Appendix O of the graduate handbook provides information about what these requirements are and how students can fulfill them).
<input type="checkbox"/>	Ask students about professional development opportunities, achievements, and milestones for the past year, and related goals for the coming year.
<input type="checkbox"/>	Discuss credits toward graduation (31 credits required).
<input type="checkbox"/>	Decide upon MA completion option: exam, portfolio, thesis. Depending on which, establish next steps, deadlines, and expectations.
<input type="checkbox"/>	Discuss second-year funding interests and opportunities.
<input type="checkbox"/>	Create course schedule for fall and spring of the coming year; remind student to enroll ASAP for the entire year.

<input type="checkbox"/>	Make any necessary changes to the MA Report of the Advisory Committee; make sure the student obtains all committee member signatures and delivers to document to Melissa.
<input type="checkbox"/>	Encourage student to initiate their GradPlan immediately after the meeting.

Annual Review Meeting, First-year PhD students

<input type="checkbox"/>	<i>If you are the student's chair, contact the Grad Director for the student's advising form before the meeting.</i>
<input type="checkbox"/>	<i>If you are the student's chair, ask that the student fill out, as best they can, handbook Appendix B, PhD Report of the Advisory Committee, prior to the meeting.</i>

<input type="checkbox"/>	Discuss Responsible Conduct of Research (RCR) progress. (Appendix C of the graduate handbook is the requirements completion form students are required to complete. Appendix O of the graduate handbook provides information about what these requirements are and how students can fulfill them).
<input type="checkbox"/>	Ask students about professional development opportunities, achievements, and milestones for the past year, and related goals for the coming year.
<input type="checkbox"/>	Discuss how student can/will fulfill language requirement.
<input type="checkbox"/>	Map out 24 required dissertation credits (should start enrolling in them after coursework is completed; 24 required, but no more than 36; only 1 diss credit is covered during Dissertation Completion Fellowship/DCF semester).
<input type="checkbox"/>	Create course schedule for fall and spring of the coming year; remind student to enroll ASAP.
<input type="checkbox"/>	Discuss second-year funding interests and opportunities.
<input type="checkbox"/>	Discuss overall calendar for exams, with emphasis on prepping for the core during spring of the second year.
<input type="checkbox"/>	Make any necessary changes to the PhD Report of the Advisory Committee, make sure the student obtains all committee member signatures, and delivers to document to Melissa.
<input type="checkbox"/>	Encourage student to initiate their GradPlan immediately after the meeting.

Annual Review Meeting, Second-year PhD students

If students are planning to take their core exams in spring or *early* summer in their second year, they may request that their annual portfolio review and meeting be waived (as the core exam has a significant reflective and portfolio component). Even if an annual portfolio review and meeting is waived, chairs should run through the items above with their advisees, as many of them still apply in second year.