



Rhetoric and Writing Graduate Program

ANNUAL REVIEW CHECKLIST FOR STUDENTS

Details and specifics about the annual review process and essay are shared in the RW Program Handbook (<https://wrac.msu.edu/handbook-forms/>). 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 some reflecting and goal-setting.

Annual Progress Reports, Part A and Part B

<input type="checkbox"/>	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.
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Planning for the Annual Review Process and Meeting

<input type="checkbox"/>	Draft an outline for your reflective essay and start identifying pieces you want to include in your annual portfolio.
<input type="checkbox"/>	Reach out to your committee chair and committee members to schedule your annual review meeting with your committee <i>at least a month</i> before the ideal meeting time (consider using a scheduling tool like doodle or whenisgood).
<input type="checkbox"/>	Ideally two weeks before the meeting (but no less than one week before), share your reflective essay and portfolio with your committee members.
<input type="checkbox"/>	Review handbook Appendix Q: Annual Review Checklist for Faculty so you have a sense of some of the logistics that will be addressed in the meeting.
<input type="checkbox"/>	Download and fill out, as best you can, the appropriate Report of the Guidance Committee (RoGC) form (Appendix A for MA students; Appendix B for PhD students).
<input type="checkbox"/>	Consider creating an agenda for the meeting and sharing it with your committee members.
<input type="checkbox"/>	Immediately before the meeting, think about and take notes on questions you have for your committee and topics you want to make sure are addressed at the meeting.

During the Annual Review Meeting

<input type="checkbox"/>	Remember this meeting is <i>for and about</i> you! It is a conversation between you and your committee, not a moment of assessment. Make sure to ask questions and share comments, ideas, and goals with your committee.
<input type="checkbox"/>	Be aware that your committee will ask about logistics, including your Responsible Conduct of Research (RCR) progress; your credits toward graduation; milestone

	moments or goals (e.g., MA students and exam, portfolio, or thesis options; PhD students and exam prep and timeline).
<input type="checkbox"/>	Take good notes during the meeting, especially to identify action items.

After the Annual Review Meeting

<input type="checkbox"/>	Consider debriefing with your committee chair <i>and/or</i> sending your committee the list of next steps or action items that emerged during the meeting.
<input type="checkbox"/>	Enroll for the coming year's courses using the Student Information System (https://student.msu.edu/splash.html). Enrollment should be open for graduate students by mid-April, and you should have received your enrollment appointment date via email.
<input type="checkbox"/>	Initiate your GradPlan.
<input type="checkbox"/>	Review your notes from the meeting and prioritize your action items.