

# Graduate Student Annual Academic Progress Review

Sandra Rodriguez Zas,  
Director of Graduate Studies  
Carolyn Thomas, Graduate Contact

# Graduate Student Annual Academic Progress Review

- Mandatory Graduate College policy
- Implemented Fall 2012
- Copy of the review will be:
  - Available to the student and faculty
  - Placed in the student's academic file

<http://www.grad.illinois.edu/faculty-staff/toolkits/student-review>

# Annual Review Components

1. Student self-report and assessment of academic progress
2. Review of self-report by the Thesis advisor and Research advisor
  - Available to the student
  - Student and Thesis advisor should agree on a Research advisor
  - Student must send an email to Carolyn Thomas (<https://illinois.edu/fb/sec/7598908>) identifying the second faculty advisor (Research advisor)
3. An opportunity for student and faculty to discuss the report and review in person

# Annual Review Deadline

- The Annual Review **must be** completed by **May 15** of each year.
- Graduating students **must** complete the Annual Review before their thesis deposit.
- Students are encouraged to coordinate a timeline with their advisors to accomplish all three review components prior to the deadline.

# Benefits of Annual Review

- Defines the student's academic progress
- Diagnosis of deficiencies
- Clarifies academic performance expectations
- Identifies opportunities for improvement
- Facilitates timely graduation and degree award

# Prior to Annual Progress Review

- The first faculty evaluator is the Thesis advisor
- Students coordinate with Thesis advisor to select second faculty evaluator (Research advisor) within the Department of Animal Sciences
- Students must send an email to the Graduate Contact (<https://illinois.edu/fb/sec/7598908>) indicating the name of the second faculty evaluator.
- Unless otherwise indicated by the student, evaluators will continue for subsequent years.
- Students must send an email to both faculty evaluators reminding about their annual evaluation.

# Prior to Annual Progress Review

Faculty must first accept the “thesis advising request” for each student that they will be evaluating.

Faculty must login into <http://my.aces.illinois.edu>.



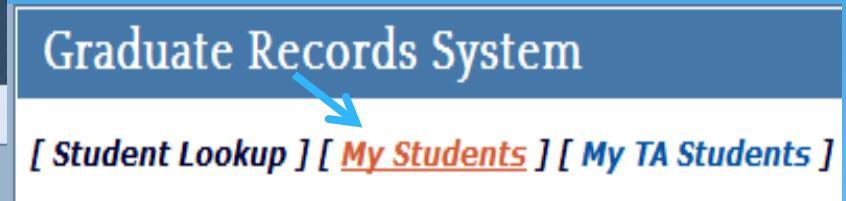
A screenshot of a web browser displaying the my.ACES login page. The browser's address bar shows the URL <https://my.aces.illinois.edu>. The page features the my.ACES logo and navigation tabs for SETTINGS, ACADEMIC TOOLS, and BIODATA. The main content area is titled "Sign in to My.ACES" and includes the text "UOFI Active Directory Login". Below this, there are input fields for "NetID:" and "AD Password:". A blue arrow points to the "NetID:" field. There is also a "Remember me" checkbox and a "Sign in" button. To the right, a "Search Resou" section is partially visible with a "Search Illinois" input field.

# Prior to Annual Progress Review

- In the “ACADEMIC TOOLS” menu, select “Grad Records”
- Within “Grad Records”, select “My Students”

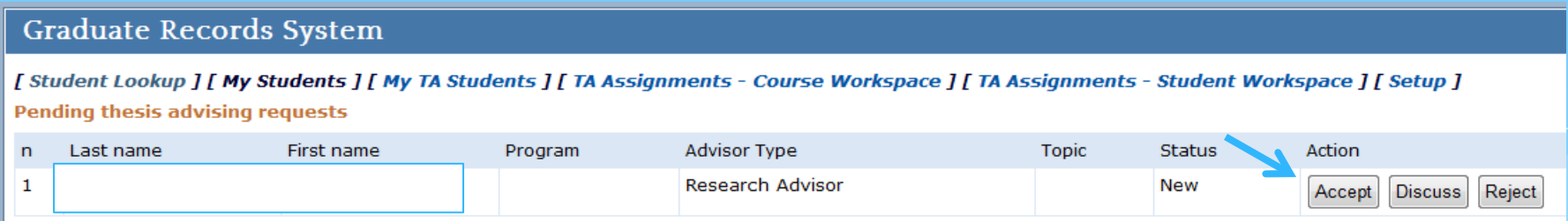


The screenshot shows the my.ACES interface. At the top left is the my.ACES logo. Below it are four main menu categories: SETTINGS, ACADEMIC TOOLS, BIODATA, and APPOINTMENTS. Under ACADEMIC TOOLS, there are sub-menus: Grad Applications, Grad Records (highlighted with a blue arrow), and Undergrad Records. On the left side, there are links for Pages: Main | test and Weather. On the right side, there is a Resources link.



The screenshot shows the Graduate Records System navigation bar. It contains the text "Graduate Records System" and three links: [ Student Lookup ], [ My Students ] (highlighted with a blue arrow), and [ My TA Students ].

- Faculty must click the “Accept” button next to each graduate student name



The screenshot shows the Graduate Records System interface. At the top is the title "Graduate Records System". Below it are several navigation links: [ Student Lookup ], [ My Students ], [ My TA Students ], [ TA Assignments - Course Workspace ], [ TA Assignments - Student Workspace ], and [ Setup ]. Below the links is the text "Pending thesis advising requests". Below that is a table with the following columns: n, Last name, First name, Program, Advisor Type, Topic, Status, and Action. The first row of the table has the following values: 1, [input field], [input field], [input field], Research Advisor, [input field], New, and Action. The Action column contains three buttons: Accept, Discuss, and Reject. A blue arrow points to the Accept button.

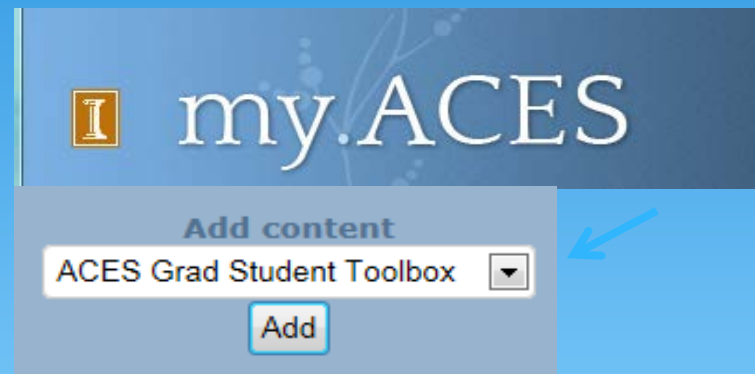
n	Last name	First name	Program	Advisor Type	Topic	Status	Action
1	[input field]	[input field]	[input field]	Research Advisor	[input field]	New	Accept Discuss Reject



# Student self-report and assessment of academic progress

- Students must login into <http://my.aces.illinois.edu> and add the ACES Grad Student Toolbox

- Student must click the “Graduate Evaluations, Self Eval” link to complete the self-report



***Graduate Evaluations***


MS/MS-Bio/PHD Self Eval

# Student self-report and assessment of academic progress

- Students are responsible for ensuring that the information is entered correctly

**MS/MS Bio/Ph.D. Self-Evaluation Student Input Screen**

Print



**Personal Information**

Name	Term Entered	Fal	Program Code	10KS0002PHD
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**Upload CV**

**NOTE:** If you have entered data into evaluation, **SAVE** before uploading CV.

File Name	Size	Term	Date Uploaded
No Files Uploaded			

**Student's Advisors**

Submit Date	Program	Advisor Type	Advisor	Advisor's Primary Research Area	Status	Advisor Date
N/A		Academic			(Banner)	N/A
7/11/2012		Research Advisor	Rodriguez-Zas, Sandra		Accepted	7/12/2012

**Milestone Checklist (Please Check All that Apply)**

<input checked="" type="checkbox"/>	MS Degree Completed
<input checked="" type="checkbox"/>	PhD Coursework completed (20-28 hours of lecture and laboratory courses)
<input checked="" type="checkbox"/>	PhD Thesis hours requirement fulfilled (at least 32 hours required)
<input checked="" type="checkbox"/>	ANSC 590 credit hours completed (4hours completed during PhD)
<input checked="" type="checkbox"/>	PhD Preliminary exam passed
<input type="checkbox"/>	Final exam passed
<input type="checkbox"/>	Thesis check complete
<input type="checkbox"/>	Submit intent to Graduate

# Student self-report and assessment of academic progress

- Click the “Save Evaluation” button to save the information entered at any one time
- Students must ensure that the information is correct and complete
- Once the report is completed, click the “Complete” box
- Once completed, the report cannot be edited

## **Coursework**

Courses Completed	
Planned Courses	

## **Research**

How often do you meet with your advisor?	
Proposed Thesis Title	
Summarize your research progress in the last year	
What is your plan for research in the next year?	

## **Teaching (in the last year)**

Summarize your involvement in teaching during the last year.	
What teaching experiences do you have planned for the next year?	

## **Accomplishments**

### **Peer-reviewed publication(published or in press)**

Author	Peer-reviewed Publications
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### **Abstracts, posters or conference proceedings**

Author	Abstracts, Posters or Conference Proceedings
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### **Invited talks or presentations**

Author	Talks or Presentations
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### **Scholarships or Fellowships**

Author	Scholarships or Fellowships
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### **Awards or Honors**

Author	Awards or Honors
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Click the complete checkbox ONLY when you are finished, you will not be able to edit this form once you click complete then save.

Complete

# Student self-report and assessment of academic progress

- Notification of Student Self-Report Available to the Student. The student self-report page includes a confirmation of the report submission.

**General Comments/Feedback**

Test General Comments

The Evaluation has been marked Complete

- Notification of Student Self-Report received by Faculty Advisor. The reviewing faculty will receive an email notification of the availability of completed student self-report.

**PHD Self Eval complete for** [redacted]  
[redacted] techsupport@itcs.illinois.edu

Sent: Tue 9/25/2012 9:38 PM  
To: [checked] Rodriguez-Zas, Sandra Luisa

Hello, [redacted]

[redacted] has completed their self evaluation. To access the Faculty Evaluation, click on this link, <https://my.aces.illinois.edu/gradrecs/mystudents.asp>, and follow the directions sent to you by the Graduate Academic Office.

Thank You!

# Evaluation by Faculty Reviewers

- Faculty must complete the student evaluation in <http://my.aces.illinois.edu>
- Select “Academic Tools” / “Grad Records” after login



- Select “My Students.”



# Evaluation by Faculty Reviewers

- Student (“Self Eval”) and faculty (“My Evaluation”) evaluation status and actions are listed. “View” or “Evaluate” actions can be taken
- Shared evaluations will be available to the student.

**My current graduate students (Fall 2012)**

n	Last Name	First Name	Admit Term	Network ID	UIN	Birth Date	Department	Program	Advisor Type	Advisor Status	Date	PhD Self Eval	My Evaluation	Action
1							Animal Sciences		Research Advisor	Accepted	7/12/2012	Incomplete	Incomplete	<a href="#">View</a> <a href="#">Evaluate</a>
2							Animal Sciences		Research Advisor	Accepted	7/12/2012	Complete	Incomplete	<a href="#">View</a> <a href="#">Evaluate</a>

# Faculty View of Evaluation

- Click the “View” button next to the “My Student” list to access the student’s self-report.

**My current graduate students (Fall 2012)**

n	Last Name	First Name	Admit Term	Network ID	UIN	Birth Date	Department	Program	Advisor Type	Advisor Status	Date	PhD Self Eval	My Evaluation	Action
1							Animal Sciences		Research Advisor	Accepted	7/12/2012	Incomplete	Incomplete	<a href="#">View</a>

## MS/MS Bio/Ph.D. Self-Evaluation Student Input Screen



Name

Term Entered

Program Code

### Upload CV

**NOTE:** If you have entered data into evaluation, **SAVE** before uploading CV.

File Name	Size	Term	Date Uploaded
CV 2012.docx	26648	120128	9/25/2012 3:09:50 PM

### Student's Advisors

Submit Date	Program	Advisor Type	Advisor	Advisor's Primary Research Area	Status	Advisor Date
N/A		Academic			(Banner)	N/A
7/11/2012		Research Advisor	Rodriguez-Zas, Sandra		Accepted	7/12/2012

# Thesis Advisor View of Evaluation

## Milestone Checklist (Please Check All that Apply)

<input checked="" type="checkbox"/>	MS Degree Completed
<input checked="" type="checkbox"/>	PhD Coursework completed (20-28 hours of lecture and laboratory courses)
<input checked="" type="checkbox"/>	PhD Thesis hours requirement fulfilled (at least 32 hours required)
<input checked="" type="checkbox"/>	ANSC 590 credit hours completed (4hours completed during PhD)
<input checked="" type="checkbox"/>	PhD Preliminary exam passed
<input type="checkbox"/>	Final exam passed
<input type="checkbox"/>	Thesis check complete
<input type="checkbox"/>	Submit intent to Graduate

## Coursework

Courses Completed	Many, Many ANSC courses
Planned Courses	Typing 101

## Research

How often do you meet with your advisor?	Once a Week
Proposed Thesis Title	How to be AWESOME
Summarize your research progress in the last year	Passing Prelim Oral Exam
What is your plan for research in the next year?	Graduate

## Teaching (in the last year)

Summarize your involvement in teaching during the last year.	Teaching class of how to be awesome
What teaching experiences do you have planned for the next year?	Continuing to be awesome

## Accomplishments

### Peer-reviewed publication(published or in press)

Author	Peer-reviewed Publications
1	Paper 1
1	Paper 2
2	Paper 3

### Abstracts, posters or conference proceedings

Author	Abstracts, Posters or Conference Proceedings
1	Abstract 1

### Invited talks or presentations

Author	Talks or Presentations
1	Awesome Talk

### Scholarships or Fellowships

Author	Scholarships or Fellowships
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### Awards or Honors

Author	Awards or Honors
	Awesome Award

### General Comments

Test Comments
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# Thesis Advisor View of Evaluation

- Click the “Evaluation” button next to the “My Students” list to evaluate the student’s progress.



SETTINGS    ACADEMIC TOOLS    BIODATA    APPOINTMENTS    DIRECTORY    SIGN OUT

## Thesis Advisor and Research Area Ph.D. Student Evaluation

View Previous Evaluations for this student(Be sure to SAVE before selecting a previous evaluation or you will lose any information you enter)

Fall 2012



## Thesis Advisor and Research Area Ph.D. Student Evaluation

Student Self Eval



Print

### Personal Information

Name	<input type="text"/>	Term Entered	<input type="text"/>
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### Ph.D. Exam History

Exam	Date Taken	Result

### Current GPA

GPA	Avg GPA of Graduate Students(same program) who entered same term	Avg GPA of ALL Graduate Students(same program)
<input type="text"/>	<input type="text"/>	<input type="text"/>

## THESIS ADVISOR MUST COMPLETE

### Students Thesis Advisor Comments/Evaluation

Submit Date	Program	Advisor Type	Advisor	Advisor's Primary Research Area	Status	Advisor Date
N/A		Academic			(Banner)	N/A
7/11/2012		Research Advisor	<input type="text"/>		Accepted	7/12/2012

### Thesis Advisor Comments

Is Student making satisfactory progress? (if No, Explain)

Yes  No

How often do you meet with your student?

# Thesis Advisor View of Evaluation

Publications:	<input checked="" type="radio"/> Ok <input type="radio"/> Needs Improvement <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
Presentations:	<input checked="" type="radio"/> Ok <input type="radio"/> Needs Improvement <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
Coursework:	<input checked="" type="radio"/> On Schedule <input type="radio"/> Not on Schedule <input type="radio"/> Completed
Additional Coursework Recommendations:	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>
Medical or other concerns that may have hindered the student's progress? (if Yes, Explain)	<input checked="" type="radio"/> Yes <input type="radio"/> No <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>

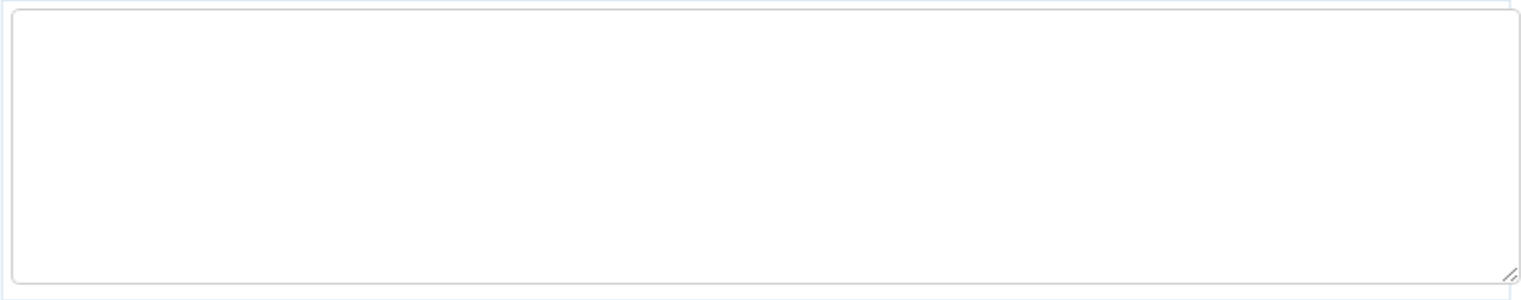
***Overall Thesis Advisor Evaluation Comments to Share with Student***



# Thesis Advisor View of Evaluation

- Click the “Save Evaluation” to save the evaluation
- Please click the “Complete” box
- **Faculty must ensure that the information is correct and complete.**
- Submitted information will be available to the student.

## Comments



Please check the box **Complete** when the students evaluation is **finalized and comments are ready to be shared with the student**. You will not be allowed to make any additional changes or edits to the evaluations when this box is checked. An email will be sent to the student with a link to review all comments that are to be shared with student.

**Complete**

Save Evaluation



# Research Advisor View of Evaluation

## Research Area's Evaluation of Student

### *Overall Student's Progress in Program*

Research Progress:	<input type="text"/>
Should student continue to receive funding? (if No, Explain)	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="text"/>

### *Overall Research Area's Evaluation Comments to Share with Student*

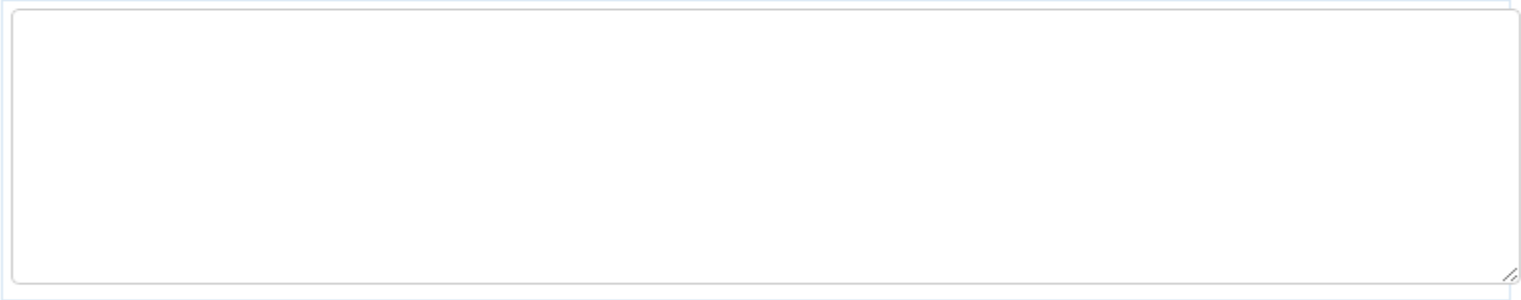


Research Area Comments to share in student's evaluation letter:	<input type="text"/>
Student is making overall satisfactory progress? (if No, Explain)	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="text"/>

# Research Advisor View of Evaluation

- Click the “Save Evaluation” to save the evaluation
- Please click the “Complete” box
- **Faculty must ensure that the information is correct and complete.**
- Submitted information will be available to the student.

## Comments



Please check the box **Complete** when the students evaluation is **finalized and comments are ready to be shared with the student**. You will not be allowed to make any additional changes or edits to the evaluations when this box is checked. An email will be sent to the student with a link to review all comments that are to be shared with student.

**Complete**

Save Evaluation



# Faculty View of Evaluation

- The student receives an email notification that the faculty's evaluation is available

## My current graduate students (Fall 2012)

n	Last Name	First Name	Admit Term	Network ID	UIN	Birth Date	Department	Program	Advisor Type	Advisor Status	Date	PhD Self Eval	My Evaluation	Action
1							Animal Sciences		Research Advisor	Accepted	7/12/2012	Incomplete	Incomplete	<input type="button" value="View"/>
2							Animal Sciences		Research Advisor	Accepted	7/12/2012	Complete	Complete	<input type="button" value="View"/>

# Student Access to Faculty Evaluation

- Student can view the shared faculty comments in <http://my.aces.illinois.edu>
- Faculty and student should arrange a meeting if either party requests further discussion.

## ACES Grad Student Toolbox

### Evaluations

- MS/MS Bio/Ph.D. Self-Evaluation Student Input Screen (Animal Sciences)
- MS Bio/Ph.D. Shared Evaluation (Animal Sciences)

### Shared Evaluation

#### MS Bio/Ph.D. Shared Evaluation



#### Personal Information

Name  Term Entered

#### Overall Thesis Advisor Evaluation Comments to Share with Student

outstanding

#### Overall Research Area's Evaluation Comments to Share with Student

Research Area Comments to share in student's evaluation letter:

Student is making overall satisfactory progress? (if No, Explain)

The Evaluation has been marked Complete

# Final Notes

- **All** graduate students must receive an annual academic evaluation.
- All three evaluation components (student self-evaluation, faculty evaluation, and opportunity to meet) must be completed by **May 15** each year
- Graduating students **must** complete the Annual Review before their thesis deposit
- Self-evaluation and faculty evaluation are implemented in <http://my.aces.illinois.edu>
- Students and faculty are responsible for the accuracy of the information submitted



Thank you for all of your time  
and effort!