CSGSA STUDENT PROGRESS REVIEW INSTRUCTIONS

GOALS

The goals of the student progress review are to: 1) provide every student with detailed feedback on his/her progress, advice on the areas that need improvement, and an acknowledgment of accomplishments and strengths; and 2) discuss and agree on future goals and milestones. Ultimately, we hope this progress review will help graduate students achieve their degree goals successfully and in a timely manner, aid productivity, and improve student retention rate.

INSTRUCTIONS

All of the forms used in the review will be available outside the CS Graduate Assistant's, Kathryn Crabtree (crabtree@cs), office (449 Soda Hall) and at http://www.cs.berkeley.edu/~crabtree/review.html.

Students:

- Please fill out the "Student Progress Questionnaire," and write down your accomplishments in the past semester.
- **Schedule a 20-minute one-on-one meeting with your advisor** to discuss your progress *before* the faculty retreat. Take a copy of the "CSGSA Student Progress Review," "CSGSA Graduate Student Skills List", and the *completed* "Student Progress Questionnaire" to this meeting.

Faculty:

- Kathryn will send you the following: 1) individual student reports from the grad database, 2) CSGSA student progress review forms, 3) a set of new letter types, and 4) a form for recording the appropriate letter type for each advisee.
- **Please hold a 20-minute one-on-one meeting with each of your advisees** to discuss his/her progress. Review your advisee's grad database report and *completed* "Student Progress Questionnaire," and use your annotated "CSGSA Graduate Student Skills List" as a guideline or starting point for your discussion.

Faculty and Students:

- *At the end of your discussion,* please fill out the "CSGSA Student Progress Review" and the "Milestones Agreement Form." In your written comments, please provide specific examples demonstrating the student's mastery or lack of mastery in a particular area. Since these two forms will be included in the student's folder, it is very important that you discuss them *before* completing them.
- If you agree on the appraisal and the deadlines, you should both sign the forms, indicating the date of your meeting. Otherwise, we request that you attach an extra sheet of paper and clearly indicate the points of disagreement.
- We recommend that you also hold a **faculty advising review** in conjunction with this student review. Please use the "CSGSA Faculty Advising Review" form as a guideline for your discussion.
- The student should return the completed student forms (i.e., the "CSGSA Student Progress Review", the "Milestones Agreement Form", and the "Student Progress Questionnaire") to Kathryn. Both the student and the advisor should also keep a copy of the completed forms for their records.
- Once the advisor has met with all of his/her advisees, (s)he should return the suggested letter types to Kathryn as soon as possible (preferably well before the departmental review).

After the departmental review at the faculty retreat, each student will receive a feedback letter from *the faculty as a whole*. This form letter, prepared by Kathryn, will include an overall progress rating, a departmental approval of the agreed-upon milestones, and a reminder of upcoming deadlines.

These forms were designed by the CSGSA, with faculty input. If you have any comments about the review forms, please contact the CSGSA (csgsa@cs).