

Human Factors & Ergonomics Annual Academic Progress Review

Spring _____

Each year all graduate students must participate in a review of their academic progress. Begin by reading through the document so that you understand it. *You should then fill out the document (you can type directly in the document) and schedule a meeting with your academic adviser (recommendation: by February 1).*

You should bring the following documents to your meeting with the adviser.

- 1. Completed annual academic progress review form**
- 2. Unofficial transcript**
- 3. Updated CV**

PART 1 (Completed by the student)

Student name (please type)	Track	Degree sought
	<input type="checkbox"/> HFE	<input type="checkbox"/> MS Plan A <input type="checkbox"/> MS Plan C <input type="checkbox"/> PhD

Adviser	Committee members (if ready to start thesis/dissertation)

I met with my adviser last semester to discuss my degree /plan _____ times.

Academic Progress/Milestones	
My degree plan has been approved and submitted:	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> in-process (Due: _____)
My committee has been approved:	<input type="checkbox"/> yes <input type="checkbox"/> no
My GPA is at least 3.0 (Current GPA: _____)	<input type="checkbox"/> yes <input type="checkbox"/> no
I have incompletes in my transcript: <i>(If yes, list all the courses and the due dates for completion)</i>	<input type="checkbox"/> yes <input type="checkbox"/> no
I am:	<input type="checkbox"/> taking coursework <input type="checkbox"/> working on thesis /dissertation/Project
(PhD students) I have passed my written prelims	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> preparing (Due: _____)
oral prelims	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> preparing (Due: _____)

Scholarship/Engagement Activities	
How many peer-reviewed presentations did you make this year?	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3+
How many peer-reviewed publications or juried exhibits did you have this year?	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3+
I served on a committee: <i>(If yes, type in the name of the committee)</i>	<input type="checkbox"/> yes <input type="checkbox"/> no (committee: _____)
What other activities were you engaged in this year? (e.g., community project)	

Academic Goals and Plans

Mapping my degree progress. In the space below identify upcoming stages of your degree and estimate when you will accomplish these stages.

Degree Milestones/Goals	Estimated date

PART 2 Adviser Feedback

The academic adviser will review the document with the student and provide feedback.
(Use additional pages when necessary)

Academic progress of the student:

Recommendation/plan for future:

Student name (Print) Signature/date:

Adviser name (Print) Signature/date:

Scan the signed form and email the electronic file to Elizabeth Goebel (goebe005@umn.edu) AND your adviser by February 15. Keep the original copy for your record.