



MAIS STUDENT ANNUAL REVIEW

Each year every student in the MAIS program is required to have an evaluation completed of their academic progress.

INSTRUCTIONS

1. **STUDENT:** Complete student self-review (see explanation below)
2. **STUDENT:** Schedule a meeting with your major professor by May 24, 2019.
3. **STUDENT:** Prior to the meeting, complete and submit the following documents to your major professor:
 1. MAIS Student Annual Review Form, with the student portion completed
 2. Program of Study Form (draft or completed/signed)
 3. Current unofficial transcript (can be accessed via ONID login)
4. **FACULTY & STUDENT:** Meet to discuss the student's academic progress using the documents provided.
5. **FACULTY:** The major professor will complete the faculty review section, then both parties will sign the document.
6. **FACULTY:** Completed and signed forms should be submitted to David Bernell, the MAIS Program Director, at david.bernell@oregonstate.edu.

EXPLANATION OF REVIEW CRITERIA: The annual review addresses the extent to which the student is making satisfactory academic progress. Satisfactory academic progress is typical and expected. It includes:

1. Completion of courses with satisfactory grades (a minimum 3.0 GPA on all graduate courses and grades of B- or better on all courses listed on the Program of Study).
2. Timely removal of incomplete grades, typically within one term.
3. Filing a Program of Study with the Graduate School, typically during the second or third academic term.
4. Progress on the thesis or capstone project.

Any assessment of unsatisfactory progress must include a timeline and plan for improvement. A student may submit a letter of rebuttal (to be included with this form) if the student does not agree with any part of the major professor's review.

EXPLANATION OF REVIEWS

Student Self-Review: The student self-review should address the criteria used in Section A of the MAIS Student Annual Review. Your statement serves as a foundation for the review with your major professor. In 300-400 words evaluate your academic progress, addressing your coursework, grades, formation of a committee, holding the Program of Study meeting, the status of your thesis or project, any honors and awards you've earned, and your plans for the coming year.

Faculty Review of Student: Use the student's self-review, Program of Study form, current transcripts, and the completed Annual Review Form from the student as a basis for your discussion with the student about their academic progress.

Address the following in your meeting and in Section B of the MAIS Student Annual Review form:

1. Performance in coursework and grades
2. Forming the committee, completing the Program of Study, and holding the Program of Study meeting.
3. Approval of proposal, work on thesis/project, assistantship performance, other professional activities, awards, etc.
4. Also discuss and/or create a plan for the coming academic year concerning the student's progress. Be specific in your feedback, evaluating the student's progress, including any relevant issues discussed during the meeting.



MASTER OF ARTS IN INTERDISCIPLINARY STUDIES

336 Bexell Hall • Corvallis, Oregon 97331

Telephone: 541-737-6281 Fax: 541-737-2289 Email: david.bernell@oregonstate.edu

MAIS STUDENT ANNUAL REVIEW

SECTION A (Student to Complete Prior to Meeting with Major Professor)

Date:

Student Name:

Major Professor:

Fields of Study:

Start Term/Year:

Expected Completion Term/Year:

Committee Formed? Yes No

Program of Study Meeting Held? Yes No

Program of Study Filed with Graduate School? Yes No

Overall GPA Greater than 3.0? Yes No

Grade of B minus or Better on all Courses on Program of Study? Yes No

Completion of IST 511? Yes No

Completion of IST 512? Yes No

Status of Research Thesis or Project: Not Started In Progress Near Completion Completed

Student Self Review: In 300-400 words, evaluate your academic progress. Address your performance in coursework, grades, your Program of Study and Program of Study meeting, your thesis or project proposal, work on thesis/project, assistantship performance, other professional activities, awards and honors, and your plans for the coming year. If you answered “No” to any questions above, indicate your timeline for completing the item(s).

SECTION B (Major Professor to Complete)

Student Progress: Satisfactory Satisfactory, but Marginal Unsatisfactory
(If "Unsatisfactory" student and major professor must attach a plan for improvement.)

Faculty Review of Student:

SIGNATURES

Signatures below confirm that the student and major professor have discussed the review materials, and that the student has received a copy of the review. Student signatures do not indicate agreement or disagreement.

Date of Review: _____

Major Professor Name: _____

Major Professor Signature: _____

Student Name: _____

Student Signature: _____

Please submit materials via email to:

David Bernell
Director, Master of Arts in Interdisciplinary Studies
david.bernell@oregonstate.edu