



## 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](mailto: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](mailto:david.bernell@oregonstate.edu)