

CS PhD STUDENT PROGRESS REVIEW

This form should be filled out in the following steps by all PhD students in their second year or later:

1. The student answers the questions in Part 1 and submits the form to their advisor(s) no later than May 15.
2. The advisor (and co-advisors, if any) answers the questions in Part 2 and returns the form to the student no later than May 31.
3. The student and advisor meet to discuss the form. If a student has co-advisors, all co-advisors must be present in this meeting. The meeting must occur by June 2.
4. Please submit the signed form to Jay Subramanian by June 15.

Note: The point of this form is to be effective, rather than be formal. That said, specific examples can be very helpful.

Student: EmplID:

Advisor(s): Meeting date:

(Complete the following pages and signatures)

Part 1 (Completed by the student)

Summarize your technical progress over the last year (research, teaching, and any other relevant activities).

Are you satisfied with your overall progress? Describe any challenges that limited your progress.

What are your goals for the next year?

Are there any areas where you are behind schedule? (milestones, research). Have you discussed with your advisor on the action plan to complete those requirements? What is your action plan?

Part 2 (Completed by advisor(s))

What are this student's greatest strengths?

What are the most important areas in which the student could improve? Are there any areas in which you expect the student to make changes over the next year?

Anything else to add? (e.g. advice, recommendation, encouragement)

The student and advisor(s) have discussed this review.

Student signature:

Advisor signature:

Co-advisor signature, if any:

PLEASE MAKE A COPY FOR YOUR RECORDS AND SEND THE FORM VIA EMAIL TO CS STAFF GRADUATE ADVISOR, JAY SUBRAMANIAN AT jayanthi@stanford.edu