MA TESL Handbook
2015-2016

University of Idaho
Department of English
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Dear MA TESL student,

Welcome to the MA TESL program at the University of Idaho. As a student in the M.A. TESL program at the University of Idaho, you will enjoy small classes and personalized attention from our expert faculty.

During your graduate work, you will have multiple opportunities to engage with ESL learners and to participate with the American Language and Culture Program conveniently located on the University of Idaho campus.

We have prepared this handbook to provide some guidance so that you can maximize your learning opportunities over the course of the next four semesters.

Please refer to the contents and contact us if you need additional information.

Caroline Payant, Assistant Professor
Getting to Know Us

Judge, Mary Ann
Senior Instructor, Director of the Writing Center
Mary Ann Judge teaches composition and oversees internships in tutoring writing.

Kelly-Riley, Diane
Assistant Professor, Director of Writing
Diane Kelly-Riley teaches writing and composition.

Payant, Caroline
Assistant Professor, Director of M.A. TESL program
Caroline Payant teaches linguistics and ESL methods.

Queller, Kurt
Instructor
Kurt Queller teaches linguistics and history of the English language.

Slovic, Scott
Professor and Department Chair
Scott Slovic teaches courses in Literature and Environment, and Publishing and Editing.

Worden, Dorothy
Visiting Lecturer of Applied Linguistics
Dorothy Worden teaches L2 writing theory and linguistics.
Courses and Requirements

A minimum of 33 semester hours (excluding credits earned to satisfy the language requirement or optional teaching certification) is required for the Master of Arts in Teaching English as a Second Language. Of the minimum of 33 semester hours required for the degree, at least 24 must be earned while enrolled in residence at UI.

Of the 33 credits, 18 credits are to include:

- ENGL 510: Second Language Acquisition
- ENGL 510: Descriptive Linguistics
- ENGL 513: ESL Methods I
- ENGL 515: ESL Teaching Practicum
- ENGL 517: Introduction to Applied Linguistics
- ENGL 544: Sociolinguistics

Additionally, 15 credits are to be taken from approved electives in English. At least 21 credits must be earned in courses numbered 500 and above. These can include, but are not limited to, the following:

- ENGL 442: Introduction to English Syntax
- ENGL 448: Psycholinguistics
- ENGL 496: History of the English Language
- ENGL 403: Internship in Tutoring Writing
- ENGL 507: Phonetics and Phonology
- ENGL 514: ESL Methods II
- ENGL 516: Intercultural Communication
- ENGL 518: English Grammar
- ENGL 523: Composition Pedagogy and Practice
- ENGL 598: Internship ALCP
- ENGL 599: Internship - Research

TESL students will write either a thesis in addition to 27 credits of classes or take 33 credits of classes. Students who do not elect to write a thesis must complete a non-thesis option.

Native speakers of English in the TESL program must complete or have completed two years of college work (or its equivalent) in a modern foreign language. They must have studied a foreign language for at least one semester (or equivalent) within the preceding five years.

In the final semester of the program, candidates who elect to not write a thesis will take a comprehensive examination (ENGL 521). The contents and expectations will be communicated during the second week of the semester. Students may or may not be physically in Moscow to satisfy this requirement.
Graduating in Two Years

Recommended course sequence and other important deadlines

Fall I – Plan of study

☐ ENGL 510: Descriptive Linguistics
☐ ENGL 513: ESL Methods
☐ ENGL xxx: Elective (to be discussed with your advisor)
☐ Form: Appoint your major professor (forms below)
☐ Form: Complete your study plan (forms below)

Spring I – Plan of study

☐ ENGL 517: Applied Linguistics
☐ ENGL 515: Teaching Practicum
☐ ENGL xxx: Elective (to be discussed with your advisor)
☐ Form: Annual evaluation and performance report (forms below)
☐ Form: Application for ENGL 598/599 April 15th deadline

Fall II – Plan of study

☐ ENGL 518: Advanced English Grammar (highly recommended but not required)
☐ ENGL 510: Second Language Acquisition
☐ ENGL xxx: Elective or internship (to be discussed with your advisor)
☐ Form: Apply for graduation (Vandalweb)

Spring II – Plan of study

☐ ENGL 544: Sociolinguistics
☐ ENGL 510: Discourse Analysis (highly recommended but not required)
☐ ENGL 521: MA Exam Review
☐ ENGL xxx: Elective or internship (to be discussed with your advisor)
☐ Form: Annual evaluation and performance report (forms below)

Summer semesters

The Department of English does not offer summer courses. Students who secure a teaching internship before the start of May (of your first year) may be eligible to register for an internship (ENGL 598). The internship can be completed in the area or abroad.
**Advising**

**Who is my advisor?**

As a first year student, your advisor is Caroline Payant. To schedule a meeting with her, please visit her office. On her door, she will have a sign-up sheet.

Meetings are scheduled in 15 minute blocks. If you anticipate needing more time, consider signing up for two time slots.

Meeting with your advisor is important. During these meetings, you can discuss your progress in the courses and your cultural adaptation to graduate school and to Moscow, ID.

Please do not discuss advising with other students. If you have a question, ask your advisor. She will be able to guide you more accurately since each student has a unique background and path.
Important Forms

As a graduate student, you are responsible for completing forms to ensure timely graduation.

The College of Graduate Studies has prepared a series of forms: http://www.uidaho.edu/cogs/forms

Study Plans

What is a study plan?

All new and returning students are responsible for creating and updating their study plan. The first step is to appoint your major professor. For your first year, that will be your advisor (Dr. Payant). See the sample in the Appendix but visit the site to obtain and complete an updated version under Appointment of Major Professor

http://www.uidaho.edu/cogs/forms

Drop off this fill-out form in the English Department Office located in Brink Hall, room 200. The administrative assistant will put it in Dr. Payant’s box.

The instructions for submitting a study plan is available under Study Plan/Degree Audit Instructions:

http://www.uidaho.edu/cogs/forms

Be sure to complete your first study plan before October 15th.

Annual Evaluation and Performance Reports

The MA TESL faculty wants to ensure that you are meeting all the requirements along the way. Therefore, you are required to initiate the annual evaluation in April of your first year (if you started in January, then this needs to be initiated in November of your first year).

See the sample in the Appendix
Professional Conferences

Why it matters?

As a graduate student, you will be taking many courses that will help you learn about second language learning theories, teaching practices, learner language, language use in society, and the formal aspects of language. However, as language educators, we have a role and responsibility to engage with our professional community at large. What that means is that we should strive to present ideas at local, regional, and international conferences.

While this may not be feasible during your first year, it should be during your second year. To help you prepare to share your ideas at conferences, we strongly encourage you to attend local and regional conferences. Below, you will find a list of conferences that you should consider attending during your first year. We have also included the website information so that you can visit their pages and learn more about their events, their grants and awards, and about their publications.

We have listed these in order of geographical proximity.

<table>
<thead>
<tr>
<th>Conferences</th>
<th>Location</th>
<th>Date/Time</th>
<th>Fee</th>
<th>Website/Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>Palouse Language &amp; Culture Symposium</td>
<td>Moscow, ID</td>
<td>In April</td>
<td>$0-$15</td>
<td><a href="https://sites.google.com/site/palousesl/">https://sites.google.com/site/palousesl/</a></td>
</tr>
</tbody>
</table>
**Writing Center**

The writing center is there to support you! They offer free services to graduate students from all linguistic and cultural backgrounds. In our experience, as graduate faculty, we know that we can always improve in our writing. Visit the writing center as early as possible during the semester to get some guidance from the start.

The link to the site is:  
http://www.uidaho.edu/class/english/writingcenter/gradwriting

**Working at the Writing Center**

**Can I be considered for employment?**

In addition to getting some help from the tutors as a learner of writing, you can also apply to become a writing tutor. In order to be considered for a writing tutor position, you must register for ENGL 402: Internship in Tutoring Writing. Unlike many courses, you have to be ‘accepted’ into this course. Please read the requirements detailed below and contact Mary Ann Judge (judge@uidaho.edu) for more information.

**Requirements**

- A letter of interest that explains why you are interested in the course and why you think you would be a good writing tutor
- Two academic writing samples, graded if you have them
- The names of two faculty members who know the quality of your writing and academic work
- Interview with Mary Ann Judge
Teaching Internship

Is that for me?

Graduates of our program have been very successful in obtaining internships during their studies. Some students have taught locally and others have taught abroad.

Teaching internships are great as they give you that practical experience that many employers are looking for and they increase your chances of landing that perfect teaching job before you even graduate!

If you are interested in getting some teaching credits (as many as 6 credits can be ENGL 598), consider searching for opportunities before the end of your first year to get approval. The deadline for sending the preliminary information to your advisor is April 15th (see step 1 under approval). Obtaining written confirmation from the employer depends on the employer.

Approval

1. Send information about the program (school information and website) you are interested in to your advisor
2. Obtain written confirmation from the employer that you can complete your internship (paid or unpaid) and that they are willing to write a brief report upon completion to your advisor

Requirements

- Teach a minimum of 40 contact hours over the course of one semester
- Submit all lesson plans twice over the course of the internships
- Write a weekly reflective journal (to be submitted via Bblearn)
- Obtain a brief report from your employer

Note: If you teach more than 40 contact hours during one semester, you can only obtain 3 credits. In other words, there is a 3-credit maximum per semester.
Research Internship

Why should I conduct research

During your program, we will encourage you to attend conferences and to engage in your professional community. A great way to do this is to complete a research internship.

To be considered for a research internship, you need to apply for a position. These are very limited and can only be completed during your second year.

Requirements

- Complete and submit a research proposal before April 15th (of your first year)
- Seek permission from a faculty member who will work with you on the research
- Present your research findings via a conference presentation or a professional development presentation for the Department of English and/or the American Language and Culture Program
The American Language and Culture Program

The mission of the American Language and Culture Program (ALCP) is to provide non-native speakers of English with the linguistic, academic, social, and cultural skills necessary to successfully navigate university environments in the United States.

The ALCP promotes internationalization at the University of Idaho and encourages respect for linguistic and cultural diversity on the campus and in the community. (http://www.uidaho.edu/international/alcp)

The MA TESL works very closely with the ALCP. Through your coursework, you will have the opportunity to observe classrooms, interview teachers, and complete a teaching practicum (2nd semester).

In addition to these required opportunities, you can collaborate with the ALCP as a volunteer. The ALCP always needs conversation partners. Follow this link to obtain more information: http://www.uidaho.edu/international/intercultural-programs-events-and-activities/programs/become-a-conversation-partner

Tutoring

The ESL students also often need tutors. Consider becoming a tutor of ESL. One important note, this is NOT to be done on a volunteer basis. If you provide tutoring services, you should discuss your hourly rate with the students.

Activities

All year, the ALCP and International Program Office organize events for international students. Visit their website to learn more about how you can be involved. http://www.uidaho.edu/international/about-us/calendar
Funding

To learn more about funding opportunities, please visit:

http://www.uidaho.edu/class/english/graduate/funding

If you are interested in applying for a TA position for your second year of study, apply before February 1st. To learn more, contact Dr. Payant: cpayant@uidaho.edu
### Important dates

#### Fall Semester

**FALL SEMESTER 2015**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thu-Sat, August 20-22</td>
<td>WWAMI orientation</td>
</tr>
<tr>
<td>Monday, August 24</td>
<td>Fall classes begin</td>
</tr>
<tr>
<td></td>
<td>Deadline to pay tuition without late fees</td>
</tr>
<tr>
<td>Monday, August 31</td>
<td>Deadline to add or change semester classes online</td>
</tr>
<tr>
<td></td>
<td>Deadline to add or drop early 8-week classes</td>
</tr>
<tr>
<td></td>
<td>Deadline to submit drop for non-attendance requests</td>
</tr>
<tr>
<td>Friday, September 4</td>
<td>Deadline to drop or audit semester classes without W</td>
</tr>
<tr>
<td></td>
<td>Deadline to register, add, or adjust variable credits on semester classes</td>
</tr>
<tr>
<td></td>
<td>Deadline to change to pass/fail grading</td>
</tr>
<tr>
<td></td>
<td>Last day to receive refund of tuition and fees</td>
</tr>
<tr>
<td></td>
<td>Fall financial aid census</td>
</tr>
<tr>
<td>Monday, September 7</td>
<td>Labor Day - UI CLOSED</td>
</tr>
<tr>
<td>Tuesday, September 22</td>
<td>Fall early warning grades due</td>
</tr>
<tr>
<td>Friday, September 25</td>
<td>Deadline to withdraw from early 8-week classes</td>
</tr>
<tr>
<td>Mon-Fri, October 12-16</td>
<td>Fall midterm exam week</td>
</tr>
<tr>
<td>Monday, October 19</td>
<td>Fall midterm grades due</td>
</tr>
<tr>
<td></td>
<td>Spring academic advising begins</td>
</tr>
<tr>
<td></td>
<td>Winter Intersession registration opens</td>
</tr>
<tr>
<td>Friday, October 23</td>
<td>Deadline to add or drop late 8-week classes</td>
</tr>
<tr>
<td>Friday, October 30</td>
<td>Deadline to withdraw or change semester classes to audit</td>
</tr>
<tr>
<td>Monday, November 9</td>
<td>Spring registration opens for seniors, graduate, and law</td>
</tr>
<tr>
<td>Tuesday, November 10</td>
<td>Spring registration opens for juniors</td>
</tr>
<tr>
<td>Wednesday, November 11</td>
<td>Spring registration opens for sophomores</td>
</tr>
<tr>
<td>Thursday, November 12</td>
<td>Spring registration opens for freshmen</td>
</tr>
<tr>
<td>Friday, November 13</td>
<td>Spring registration opens for non-degree</td>
</tr>
<tr>
<td>Monday, November 16</td>
<td>Spring registration opens for coop</td>
</tr>
<tr>
<td>Friday, November 20</td>
<td>Deadline to withdraw from late 8-week classes</td>
</tr>
<tr>
<td>Mon-Fri, November 23-27</td>
<td>Fall recess (November 26-27 - UI CLOSED)</td>
</tr>
<tr>
<td>Mon-Fri, December 7-11</td>
<td>Fall no exam week</td>
</tr>
<tr>
<td></td>
<td>WWAMI fall final exams</td>
</tr>
<tr>
<td>Mon-Fri, December 7-18</td>
<td>Law fall final exams</td>
</tr>
<tr>
<td>Saturday, December 12</td>
<td>Fall Commencement</td>
</tr>
<tr>
<td>Mon-Fri, December 14-18</td>
<td>Fall final exams</td>
</tr>
<tr>
<td>Friday, December 18</td>
<td>Deadline to apply for spring graduation without late fee</td>
</tr>
<tr>
<td></td>
<td>Deadline to submit grades for incompletes given spring or summer 2015</td>
</tr>
<tr>
<td></td>
<td>End of fall semester</td>
</tr>
<tr>
<td>Tuesday, December 22</td>
<td>Fall final grades due by noon</td>
</tr>
</tbody>
</table>
### SPRING SEMESTER 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, January 4</td>
<td>WWAMI classes begin</td>
</tr>
<tr>
<td>Monday, January 11</td>
<td>College of Law spring classes begin</td>
</tr>
<tr>
<td>Wednesday, January 13</td>
<td>Spring classes begin</td>
</tr>
<tr>
<td>Wednesday, January 18</td>
<td>Deadline to pay tuition without late fees</td>
</tr>
<tr>
<td>Thursday, January 21</td>
<td>MLK/Human Rights Day – UI CLOSED</td>
</tr>
<tr>
<td>Wednesday, January 27</td>
<td>Deadline to add or change semester classes online</td>
</tr>
<tr>
<td>Monday, March 7-11</td>
<td>Deadline to drop or audit semester classes without W</td>
</tr>
<tr>
<td>Monday, March 14</td>
<td>Deadline to register, add, or adjust variable credits on semester classes</td>
</tr>
<tr>
<td>Mon-Fri, March 14-18</td>
<td>Deadline to change to pass/fail grading</td>
</tr>
<tr>
<td>Monday, March 25</td>
<td>Deadline to submit Idaho residency worksheets for spring</td>
</tr>
<tr>
<td>Monday, March 28</td>
<td>Last day to receive refund of tuition and fees</td>
</tr>
<tr>
<td>Monday, February 15</td>
<td>Presidents’ Day – UI CLOSED</td>
</tr>
<tr>
<td>Tuesday, February 16</td>
<td>Spring early warning grades due</td>
</tr>
<tr>
<td>Friday, February 19</td>
<td>Deadline to withdraw from early 8-week classes</td>
</tr>
<tr>
<td>Mon-Fri, March 7-11</td>
<td>Spring midterm exam week</td>
</tr>
<tr>
<td>Monday, March 14</td>
<td>Spring midterm grades due</td>
</tr>
<tr>
<td>Mon-Fri, March 14-18</td>
<td>Spring recess</td>
</tr>
<tr>
<td>Friday, March 25</td>
<td>Deadline to add or drop late 8-week classes</td>
</tr>
<tr>
<td>Monday, March 28</td>
<td>Fall academic advising begins</td>
</tr>
<tr>
<td>Friday, April 1</td>
<td>Deadline to withdraw or change semester classes to audit</td>
</tr>
<tr>
<td>Monday, April 18</td>
<td>Fall registration opens for seniors, graduate, and law</td>
</tr>
<tr>
<td>Tuesday, April 19</td>
<td>Fall registration opens for juniors</td>
</tr>
<tr>
<td>Wednesday, April 20</td>
<td>Fall registration opens for sophomores</td>
</tr>
<tr>
<td>Thursday, April 21</td>
<td>Fall registration opens for freshmen</td>
</tr>
<tr>
<td>Friday, April 22</td>
<td>Fall registration opens for non-degree</td>
</tr>
<tr>
<td>Monday, April 25</td>
<td>Deadline to withdraw from late 8-week classes</td>
</tr>
<tr>
<td>Mon-Fri, May 2-6</td>
<td>Fall registration opens for coop</td>
</tr>
<tr>
<td>Mon-Fri, May 2-13</td>
<td>Spring no exam week</td>
</tr>
<tr>
<td>Mon-Fri, May 2-13</td>
<td>WWAMI spring final exams</td>
</tr>
<tr>
<td>Mon-Fri, May 9-13</td>
<td>Law spring final exams</td>
</tr>
<tr>
<td>Friday, May 13</td>
<td>Spring final exams</td>
</tr>
<tr>
<td>Saturday, May 14</td>
<td>Spring Commencement</td>
</tr>
<tr>
<td>Tuesday, May 17</td>
<td>Spring final grades due by noon</td>
</tr>
</tbody>
</table>
Event Calendar

Be sure to come to the events that we organize. They are there to help you relax. Even if you are busy, take some time and join us for one or two hours!

MA TESL Fall 2015
Social Event Calendar*

Get Involved and Meet our Extended Community
Friends & Family of TESL are welcome to attend each event!

September 2015

(1) Welcome Potluck – at Jessica’s Home
Friday, September 11th at 6:00 pm
Bring your favorite dish to share with others. Come with your family!

(2) Lunch at Patty’s Kitchen
Wednesday, Sept 30th at 12:00 pm
Join us for a lunch at ‘Patty’s Kitchen’

October 2015

(3) Tri-TESOL in Des Moines, WA
October 2nd & 3rd
Attend Tri-TESOL, our regional conference, in Seattle, WA**

November 2015

(4) Post-Midterm Celebration
Thursday, November 5th at 12:00 pm
Meet us at ‘Gaminos’ for a nice lunch!

December 2015

(5) End of the semester Celebration
Friday, December 4th
Details to come
Friends & family of TESL are welcome

*Follow us on Facebook for more details
**The Department of English does not offer transportation funding. For more information, visit www.wssol.org

Changes may occur to this schedule – we will keep you update via email.
Be sure to like us on Facebook. You will learn about additional events this way:

Search for M.A. TESL & Department of English - University of Idaho
# Appendix

## College of Graduate Studies

### Major Professor and/or Committee Appointment or Changes

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>ID#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major:</td>
<td></td>
</tr>
<tr>
<td>Semester Admitted:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>My program is:</td>
<td>Non-thesis master</td>
</tr>
</tbody>
</table>

### Major Professor and/or Committee Appointments

**Initial appointment or adding following member(s):**

*Note: New members being added to the committee are also agreeing to the current Study Plan, if one has been filed. MP=Major Professor, Co-MP=Co-Major Professor (MAT students only)*

<table>
<thead>
<tr>
<th>Name:</th>
<th>Printed Name</th>
<th>Signature</th>
<th>Department</th>
<th>MP?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td></td>
<td></td>
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<tr>
<td>Name:</td>
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<tr>
<td>Name:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Removing Major Professor or Committee Members

**Remove the following member(s):**

*Note: if a committee member has left the university, no signature is required*

<table>
<thead>
<tr>
<th>Name:</th>
<th>Printed Name</th>
<th>Signature</th>
<th>Department</th>
<th>MP? Co-MP?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student Signature: ___________________________ Date: ____________

Major Professor Signature: ___________________________ Date: ____________

Department Chair: ___________________________ Date: ____________

College of Education Only (Education Doctoral students only)

College of Graduate Studies: ___________________________ Date: ____________

*After posting by COGS, this information can be viewed in the Registration Status on Vandal Web*
College of Graduate Studies Annual Report
Of Progress and Performance for Master’s and Specialist Students

Student Name ___________________________ ID Number ___________________________
Degree ___________________________ Major ___________________________ Email Address ___________________________

Student Directions: It is the Master’s or Specialist student’s responsibility to initiate the evaluation process; however, an
evaluation may be initiated at any time by the Major Professor or unit administrator (if no Major Professor is in place). Download
form and meet with your Major Professor. If a Major Professor has not been appointed, the unit administrator will conduct
the evaluation. The evaluation must be completed annually by May 1.

Major Professor or Unit Administrator: This form is to be used when evaluating student progress and performance. Please
consult with the student and then respond to the following statements. If you wish to elaborate on any point, please use a separate
page. (NA indicates unable to rate)

<table>
<thead>
<tr>
<th>Timely completion of major professor and/or committee form.</th>
<th>YES</th>
<th>NO</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timely posting of educational plan to Degree Audit.</td>
<td>YES</td>
<td>NO</td>
<td>NA</td>
</tr>
<tr>
<td>Timely development of the non-thesis requirement or thesis topic.</td>
<td>YES</td>
<td>NO</td>
<td>NA</td>
</tr>
<tr>
<td>Timely Acceptable progress toward completion of thesis or non-thesis requirement</td>
<td>YES</td>
<td>NO</td>
<td>NA</td>
</tr>
<tr>
<td>Meeting department responsibilities</td>
<td>YES</td>
<td>NO</td>
<td>NA</td>
</tr>
<tr>
<td>Maintaining working relationships with fellow students, staff, and other university departments and offices</td>
<td>YES</td>
<td>NO</td>
<td>NA</td>
</tr>
<tr>
<td>Growth as a scholar and a researcher.</td>
<td>YES</td>
<td>NO</td>
<td>NA</td>
</tr>
</tbody>
</table>

Other comments or concerns may be included on other side or a separate sheet.

Student signature below indicates that you have discussed the contents of this evaluation report with your Major Professor or Unit
Chair/director.

_________________________ Date ___________________________
Student Signature

Major Professor or Unit Administrator signature indicates that you have discussed the contents of this evaluation report
with your student. Recommended action for the student is:

Continuance in Program* Warning ** Dismissal**

_________________________ Date ___________________________
Major Professor/Unit Administrator Signature

Unit Chair/Director signature indicates that the contents of this evaluation report have been reviewed and approved at the
program’s administrative level

_________________________ Date ___________________________
Unit Chair/Unit Administrator Signature

* If continuation in the program is recommended, the form is retained by the department and a copy is not forwarded
to the College of Graduate Studies.

** Please submit a copy of this report to the College of Graduate Studies (COGS). If dismissal is recommended, a
meeting will be scheduled with all parties and the COGS Dean. Students who wish to appeal any part of this evaluation
may do so in writing to the unit administrator with notification to the COGS Dean. Further appeals will be submitted to
the COGS Dean and forwarded to the Graduate Petitions Committee.

6-29-2015