Educational Psychology Graduate Student Annual Review

WHO:
All graduate students in the Educational Psychology program admitted for the prior Spring semester or earlier are required to participate in the annual review process. For those admitted beginning the prior Summer, participation is optional, but encouraged.

WHY:
The goal of this process is to review and support the student's progress through the program. The results will be used for two major purposes: formative evaluation (of both the student and the program) and student advising. This review process will help us keep in touch with your progress, plans, and goals. You will meet with your advisor for a summary of comments and suggestions offered by faculty who review your dossier.

WHAT:
To accomplish this review, each student must prepare a professional dossier that includes the materials described below.

Masters students are required to submit a personal statement and vita (#1 to #5, below).
Doctoral students & candidates should submit all of the materials described below (#1 to #7).

1. **Personal Statement**
   Your statement must be typed and of no more than 300 - 500 words. This statement should describe your accomplishments and any important events affecting your progress during the past calendar year. Include information about your goals for the coming calendar year as well as your intended career path.

2. **Current Curriculum Vita**
   In each section, start with the present and move to the past.

3. **Current transcript**
   Obtain an *unofficial* copy of your transcript online. With your active Net Id and Password, view/print it online through my.unm.edu
   Go to: ► Student Life tab
   ► LoboWeb
   ► Student & Financial Aid Menu
   ► Registration & Records
   ► View Unofficial Academic Transcript
   You can also go to the Registrar's Office on the second floor of Student Services. Present your student ID#, and they will make a copy of your transcript while you wait. Check your transcript for accuracy.
4. "Red-lined" Forms
   - Masters Program of Studies (POS) form
   - Doctoral Application for Candidacy (AC) form
   All students who have completed a POS form should update the form using a red pen to show grades awarded and any changes that have occurred since the form was originally submitted to the program faculty for approval.

5. Masters Degree Sequence Chart / Doctoral Program Sequence Chart
   See http://coe.unm.edu/departments/ifce/educational-psychology.html for sequence charts and provide a copy on which you have circled the stage of the process that represents where you are in your studies.

6. Research or Teaching Internship
   If a research or teaching internship has been completed during the year, provide a description of the internship.

7. Professional Activities
   Provide evidence if your professional activities during the last year in teaching, research, and service. This would include professional organization membership, conferences attended, presentations, publications, research underway, teaching, etc.
   Include samples of evidence supporting the quality of your teaching, research, and service. For example, you might want to include a copy of one research article or presentation and/or a summary of teaching evaluations from a class or workshop you have taught.

   We realize that students who are relatively new to the Educational Psychology program may not have some of the above (e.g., POS, AC, research or teaching experience). As you progress through the program, your dossier will grow and will help you see your progress.

   If you have question, please ask your advisor for guidance in this process.

Please submit materials in an envelope labeled on the assigned due date to:
"EDPY Graduate Student 2011 Annual Review -- [your name / your faculty advisor's name]".