Standard Form Sample

Student Progress Review
Standard Form
2019-2020

Student: (prefilled from student records)
Chair: (prefilled from student records)

The first several sections of the Student Progress Review (SPR) form contain questions for the student. Some questions may not be relevant for all students; if a question is not applicable, simply enter "NA".

The last section of the SPR form is for faculty to enter constructive comments and feedback for the student. It is to be completed by the special committee chair after reviewing the information entered by the student.

Some graduate fields may provide more specific instructions about the information that students and/or faculty should include in their responses.

The SPR form results will be available to the student, as well as the student's special committee chair, DGS, and GFA. Some fields may also opt to make results available to the full special committee.

Section 1
Student and Program Information
This section displays student record information.

*If any of the information **in this section** is incomplete or inaccurate please contact the Graduate School.*

Student Name: (prefilled)
Graduate Field: (prefilled)
Admit Term: (prefilled)
Degree Type: (prefilled)
Current Status: (prefilled)
Student ID: (prefilled)
Net ID: (prefilled)

Special Committee Member: (prefilled)
Role: (prefilled)

Concentration: (prefilled)

Special Committee Status: (prefilled)
Date: (prefilled)
Action Taken: (prefilled)
Required Date: (prefilled)
Extension Date: (prefilled)

A Exam Status: (prefilled)
Date: (prefilled)
A Exam Action Taken: (prefilled)
Required Date: (prefilled)
Extension Date: (prefilled)

B Exam Status: (prefilled)
Date: (prefilled)
B Exam Action Taken: (prefilled)
Required Date: (prefilled)
Extension Date: (prefilled)

Advisor Center **may be used by the Chair and Special Committee to view the student's course history and grades.**

Student Center **provides similar information for students.**

Select **Next** to continue.

[Previous button, Save Progress button, Next button]

Section 2
Student Reflections on Academic and Professional Development

This section to be completed by the student and reviewed by the special committee chair.

Not all students will participate in all of the activities below. If a particular question does not apply to you, simply enter "NA." Items in parenthesis are listed only as examples.

How many times in the past year did you meet with your full special committee? [Please Select – Drop-down menu]

Briefly summarize activity and progress on your *research/scholarship* in the past year, describing the status of your prospectus/proposal and/or dissertation chapters/manuscripts as appropriate to your field of study. If you have a working title for your dissertation, please include it.

[Open text field]

List *academic presentations* given in the past year, providing complete citations.

[Open text field]

List *academic papers* submitted or published in the past year, providing complete citations.

[Open text field]

List *grant, fellowship, or other funding applications* submitted or awarded in the past year.

[Open text field]

Students: save your progress frequently!

[Previous button, Save Progress button, Next button]

Section 2
Student Reflections on Academic and Professional Development- Continued

While a graduate student at Cornell, have you been awarded a fellowship through any of the following programs? Mark all that apply.

- Cornell Colman
- Cornell GEM PhD
- Cornell Sloan
- Deans Excellence Fellowship
- McNair Graduate Fellowship
- Provost Diversity Fellowship
- Sage Fellowship
- SUNY Diversity Fellowship

List *recognitions, honors, or awards* that you received in the past year (e.g., for research/scholarship, teaching, writing, performances, outreach, mentoring, or service).

[Open text field]

List *activities* in which you participated to develop your teaching, writing, speaking, analytic skills, creative abilities, leadership abilities, or other professional competencies (e.g., outreach, professional experiences, academic/professional associations, internships, workshops, mentorships, study groups, etc.)

[Open text field]

Describe any *obstacles* that affected or impeded your academic progress or professional development. What actions have you taken to overcome these obstacles?

[Open text field]

Please provide any additional observations or information that you would like to share regarding your academic progress this past year.

[Open text field]

Students: save your progress frequently!

[Previous button, Save Progress button, Next button]

Section 3
Student Academic Planning

This section is to be completed by the student and reviewed by the special committee chair.

Academic planning includes clarifying expectations, defining goals, and developing time lines in conjunction with the special committee chair.

List coursework that you plan to complete in the coming year.

[Open text field]

Briefly summarize your plans and goals for research/scholarship in the coming year.

[Open text field]

If you have not completed the A exam, what is your anticipated term for doing so?

[Open text field]

If you are in or beyond your third year, what is your anticipated degree conferment month and year?

[Open text field]

Students: save your progress frequently!

[Previous button, Save Progress button, Next button]

Section 4
Student Career Planning and Professional Development

This section is to be completed by the student and reviewed by the Special Committee Chair.

Items in parenthesis are listed only as examples of topics that the student may want to consider as they respond to the questions in this section.

Briefly summarize your *career-related goals and/or career considerations* (e.g., type of activity: research/discovery/invention, teaching, management, analysis, writing; type of employer: business, education, entrepreneurship, government, non-profit, start-up; geographic priorities; financial objectives; etc.)

[Open text field]

Briefly summarize your *goals and/or plans for professional development* in the coming year. (e.g., clinical experience, communication, conferences, internships, international experiences, networking, performances, speaking, teaching, writing, technical skills, etc.).

[Open text field]

Students: save your progress frequently!

[Previous button, Save Progress button, Next button]

Student Document Upload

Students: Upload your current resume or curriculum vitae (if requested by your graduate field).

[Select File button] *Files over 25 Mb will not be accepted*

Students: Upload any additional SPR documents requested by your graduate field (if applicable).

You may submit up to 5 files (PDF, DOC, DOCX, JPG, GIF, or PNG).

[Select File button] *Files over 25 Mb will not be accepted*

Check this box to upload another document [check box]

This is the last section of the student portion of the form.
Please read the instructions below to proceed.

STUDENTS:

- To submit the form to your special committee chair now, select **Next** until you have reached the Electronic Signature page; enter your name and click the "Sign Electronically" button. You will not be able to edit the form after it is submitted!
- To submit the form later, select **Save Progress** (you will have the option to exit and/or save the form as a PDF for download).

FACULTY:
- To enter feedback for the student now, select **Next** to reach the Faculty Feedback Page.
- To enter feedback for the student later, select **Save Progress** (you will have the option to exit and/or save the form as a PDF).

[Previous button, Save Progress button, Next button]

Faculty Feedback - General Comments and Overall Evaluation
This section is to be completed by the special committee chair; all feedback will be visible to the student.

Comments regarding the student's demonstrated strengths and areas for development (in relation to the student's career interests):

[Open text field]

Comments regarding the student's overall progress:

[Open text field]

Evaluation of the student's overall progress and planning:

[Please Select – drop-down menu]

Faculty: Upload any additional SPR documents requested by your graduate field (if applicable).

You may submit up to 5 files (PDF, DOC, DOCX, JPG, GIF, or PNG) not exceeding 25 Mb

[Select File button]

Check this box to upload another document [check box]

STUDENTS:
- To submit the form to your special committee chair now, select **Next** until you have reached the Electronic Signature page; enter your name and click the "Sign Electronically" button. You will not be able to edit the form after it is submitted!
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FACULTY:
- To submit feedback for the student now, select **Next** to reach the Electronic Signature Page; enter your name and lick the "Sign Electronically" button. You will not be able to edit the form after it is submitted!
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[Previous button, Save Progress button, Next button]

Electronic Signature

Please read the Disclosure/Consent (IEsignDisclosure.htm) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

First Name
[Text field]

Last Name
[Text field]

[Previous button, Sign Electronically button]

If you would like to *opt out* of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

Opt out and print