**Applied Anthropology Graduate Student Annual Progress Assessment | Overview**

Up to spring 2017, student progress in the Applied Anthropology Graduate Program (AAGP) was assessed through a voluntary survey of individual graduate students by the Graduate Program Coordinator and Director. Beginning with the 2017-2018 academic year, the AAGP is adopting a new and improved mechanism of assessment, detailed below. The process of annually assessing individual student progress is based on definitions of satisfactory academic progress provided in the Applied Anthropology Masters and PhD program handbooks. The process is also based on the general expectation that each academic year, students *discuss* with their major professor and agree upon certain expectations of progress.

Going forward, a formal process of annually assessing individual student progress will be *mandatory* for each student. Every spring term, an assessment of student academic progress will be made by the student, the student’s major professor and, if requested, by other members of the student’s graduate committee. Any member of the committee may write an evaluation of student progress for inclusion in the assessment package, but this is optional. *It is the responsibility of the student* to write a self-assessment narrative, arrange to meet with their major professor to review academic progress, and submit the assessment package to the Graduate Program Coordinator no later than June 30th each year. The assessment package consists of the self-assessment narrative, a signed and completed progress assessment form (see below), and any assessments written by committee members.

**Process:**

1. Each spring term, every graduate student in the Applied Anthropology graduate program will fill out the ‘Completion of Milestones’ section of the ‘Annual Assessment of Graduate Student Progress’ form (available from the OSU Anthropology website), and attach a written *Self-assessment narrative*. The written self-assessment should summarize activities undertaken by the student since the last review and should address: (1) coursework taken and grades received, (2) fieldwork, data collection, analysis conducted, (3) progress on writing thesis, (4) participation in professional development opportunities, (5) service to the department and the university; (6) GTA and other teaching experience; and (7) other relevant information, e.g., impediments to progress.

2. The student will then schedule a meeting with the major professor to review the student’s self-assessment, progress, and accomplishments over the past year. Participation from other graduate committee members may be requested by either the student or the major professor, but is not required. If other committee members provide input, the student should obtain their signature on the Annual Assessment of Graduate Student Progress form.

3. The major professor reviews the student’s materials and then fills out and signs the Annual Assessment of Graduate Student Progress form. The major professor (or any committee member) may document their assessment of the student’s progress in writing for inclusion in the assessment, but this is optional. Written comments may be helpful to document expectations for the coming year. The student signs the form and is responsible for submitting the narrative and the signed and completed Annual Assessment of Graduate Student Progress form to the Graduate Program Coordinator (Dr. Sarah Cunningham) for inclusion in the student’s file by **June 30th** each year.

4. If the student’s progress is unsatisfactory, the student will work with the major professor to develop a Graduate Education Performance Plan that contains milestones for assessing student academic progress over the course of the year. The plan will also be reviewed and signed by the Anthropology coordinator or the Graduate Program Director and filed in the student’s permanent record.