

UCI | School of Education | Ph.D. in Education Program

2023-2024 Annual Report of Student Progress & Professional Development Plan Overview, Instructions, and Timeline

Each year Ph.D. students submit documentation for the Annual Report of Student Progress (ARSP) for the purpose of analyzing the quality and pace of work that has been achieved toward the doctoral degree during that academic year. Conducted between the student and their advisor, the ARSP provides an opportunity to acknowledge milestones; set goals for the coming year; and, if needed, initiate corrective action. In addition, faculty advisors and students will have the opportunity to devise an individualized professional development plan that will allow the student to set intentional professional goals for the upcoming year.

There are two components to this process. Part A is the student’s portion, to be completed by the student and reviewed with the advisor. Part B is the advisor’s evaluation of the student’s strengths and areas for improvement, to be discussed during a meeting between advisor and student. **In 2024, Parts A and B will be emailed to students and faculty, and then the final documents uploaded to the google forms linked below.**

Please note, all students who are enrolled in Spring 2024 are expected to undergo the ARSP portion. The only exceptions are students on leave.

STUDENT INSTRUCTIONS AND TIMELINE

Before April 19	<ul style="list-style-type: none"> • Download and complete Part A document. Save file with the name as Last Name_First Name_ARSP 2024. • Update your CV. • Upload ARSP Part A, CV, and Unofficial Transcript to: https://forms.gle/nWtZcUXHG72rJ3JG9 • Email all 3 documents to your advisor.
Between now and May 3	<ul style="list-style-type: none"> • Schedule a meeting with your advisor to go over ARSP Parts A and B

FACULTY INSTRUCTIONS AND TIMELINE

Between now and May 3	<ul style="list-style-type: none"> • Advisor reviews electronic copy of advisee’s Part A, current CV, transcript. • Advisor completes Part B electronically and uploads to: https://forms.gle/8mBVcvVq1s7qwK239 • Advisor and student meet and review Parts A and B. • After the meeting, advisor drafts a 4-5-sentence paragraph of detailed comments about student progress to be incorporated into the student’s notification letter and emails to area leader. In both Part B and the draft paragraph, advisors are encouraged to be exacting and detailed about the student’s progress in the program and explicitly identify areas/issues the student may need to address.
Between May 3 and 15	<ul style="list-style-type: none"> • Area leader convenes area meeting to review ARSPs, discuss each student’s progress, and review and approve 4-5 sentence paragraphs of comments to be incorporated into student notification letter.
By May 15	<ul style="list-style-type: none"> • Faculty advisor enters their students’ paragraphs in the “2023-24 AY ARSP_Paragraphs” Google Doc sent in ARSP faculty email.
Senate Faculty Meeting May 15	<ul style="list-style-type: none"> • Area leaders lead faculty discussion of ARSP reports and student progress to inform senate members and solicit any possible additions or modifications.
By early June	<ul style="list-style-type: none"> • Ph.D. staff prepare final letters and notify students and advisors when available in their ARSP Google folder.