



FLORIDA STATE UNIVERSITY

COLLEGE OF EDUCATION

Office of Academic Services and Intern Support

Academic Year: _____

Higher Education Doctoral Student Annual Review

In accordance with University and College policy, the doctoral supervisory committee must annually assess, in writing, the academic progress of each doctoral student.

Please return this completed and signed form to the department chair for review. The department chair will then forward the form to OASIS.

Student Name: _____

EMPLID: _____

Program Entry Date: _____ Major Professor: _____

Date Diagnostic Exam Anticipated: _____ or Date Diagnostic Exam Passed: _____

Date Prelim Exam Anticipated: _____ or Date Prelim Exam Passed: _____

Projected Date of Graduation: _____

Each year, as part of the annual review process, doctoral students must demonstrate their scholarly engagement activity to their faculty advisor.

Current Academic Year Scholarly Engagement Requirement Completed: _____ Yes _____ No

Satisfactory Progress: _____ Unsatisfactory Progress (Official Concern) _____

Please briefly summarize the student's progress over the past 12 months. Please note any special problems that have occurred. Please attach a separate page, if additional space for comments is needed.

Signature of Major Professor: _____ Date: _____

Signature of Student: _____ Date: _____



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Department of Educational Leadership & Policy Studies

Scholarly Engagement Policy **Face to Face Doctoral Students (Ed.D. or Ph.D.)** **Updated January 2019**

The goal of the Scholarly Engagement requirement is to prepare doctoral graduates who can acquire, evaluate, communicate, and extend knowledge through active participation in the scholarly community.

Annual Confirmation of Scholarly Engagement: Each year, as part of the annual review process, doctoral students must demonstrate to their faculty advisor's satisfaction either 1) completion of any benchmark activity *or* 2) concrete progress toward the completion of any benchmark activity.

Prerequisites to be completed *before* key milestones in doctoral progression: Certain benchmarks *must be completed before* students are allowed to 1) take the preliminary exam, 2) defend a proposal/prospectus, and 3) register for graduation.

BENCHMARKS FOR SCHOLARLY ENGAGEMENT

Before Preliminary Exam

- Develop a Curriculum Vitae (CV) (required)
- Complete the FSU Responsible Conduct of Research certification (required)
<http://humansubjects.magnet.fsu.edu/training/trainingslides.html>
- and* at least one of the following:
 - Attend the Marvalene Hughes CORE Conference hosted by the COE or
 - Attend/watch at least 2 Relevant Research Roundtable (R3) presentations

Before Prospectus Defense

- Update CV (required)
- Attend at least 1 prospectus defense as an observer (required)
- Attend at least 1 dissertation defense as an observer (required)
- and* at least one of the following:
 - Attend at least 1 state, regional, or national conference (professional or research association)
 - Attend an FSU professional development seminar/workshop (HESA, LEARN, or other department)

Before Graduation

- Update CV (required)
- And at least one of the following:
 - Present as first or second author/presenter at a national conference
 - Present as the first author/presenter at a state or regional conference
 - Submit an article as the first or second author in a peer-review journal