

Part I: To be completed by STUDENT

Name of student:

Semester student entered PhD program:

Name of advisor:

Date this form completed:

When did you last meet (in person or via Zoom) with your advisor for advising purposes? (Do not include meetings related to completing this form.)

Program milestones.

1. Form I submitted? **Yes** **No** if yes, which semester (e.g., F22):

2. Form II submitted? **Yes** **No**

If yes, which semester (e.g., F22): *(Skip to #3)*

If *no*: Which option do you plan to take for the Comprehensive Exam?

<https://www.hawaii.edu/sls/graduate/phd/phd-program/comprehensive-exam/>

Exam route (Option 1)

When do you plan to take your written and oral comps? (if not sure yet, leave blank)

QP route (Option 2)

- QP1 area (e.g., SL use; if not sure yet, leave blank):

- QP1, reader 1:

- QP1, reader 2:

- QP1, expected completion date (semester):

- QP2 area (e.g., SL education; if not sure yet, leave blank):

- QP2, reader 1:

- QP2, reader 2:

- QP2, expected completion date (semester):

not sure yet

When do you plan to defend your dissertation **proposal**?

3. Have you defended your dissertation **prospectus**? **Yes** **No**
 if *yes*, which semester (e.g., F22):

if *no*, when do you plan to do so (semester; if not sure yet, leave blank)?

4. Are you planning to defend your dissertation in the next 12 months? **Yes** **No**
 if *yes*, which semester (e.g., F22):

Progress in program

Please review the timelines, milestone goals, and final deadlines stated here (<https://www.hawaii.edu/sls/graduate/phd/phd-program/comprehensive-exam/>) and in the two documents linked at the bottom of this page ([Comps Option 1: Exam route](#); [Comps Option 2: QP route](#)) before answering the following questions. Please refer to the answers you gave in the "Program milestones" section.

- 1) Have you met, or are you on track to meet, the stated milestone goals? Yes No
- 2) Have you met, or are you on track to meet, the stated final deadlines? Yes No

Course and distribution requirements (Fall 2024 and beyond)

If you are ABD (have submitted Form II, you may skip this part.

Beyond *basic preparation*, each PhD student’s program must include the following courses listed below. 3 credits of 799 may count towards approved electives. **Courses must be graded (no 699s).** **Only courses taken after admission to the PhD program may count towards PhD course requirements (no transfer credits).**

	Course # (e.g., SLS 730)	Course title (for seminars and 600-alpha courses, include full title; e.g., Seminar in SL Pedagogy: Critical Language Pedagogy)	Semester (e.g, F22)
1st Yr Seminar			
Research Methods			
700-level SLS Seminars <i>*Must be different numbers</i>			
Approved Electives			

Notes on coursework or progress in program:

* Graduate courses are 600-level or above. Exceptions may be requested with advisor and Graduate Chair approval.

Funding and resources. For GAships and lecturer assignments, please specify the nature of work and/or courses taught.

Funding source in the past 12 months:

Funding source for the next 12 months:

Do you have office space and other resources needed to do your course and dissertation work? Please explain.

Academic progress.

1. What progress have you made toward your degree in the **past** 12 months?

2. List any academic publications that you have been an author or co-author on within the **past** 12 months. Provide the full citation.

3. What progress will you make toward your degree in the **next** 12 months? Students on probation for time to degree should provide a detailed timeline.

Comments/Questions

Are there any other matters you wish to bring to your advisor's attention? Students on probation for time to degree can use this space to address their situation.

STOP

Save this file as "LAST NAME-First Name-PhD-Advising-Form-2024" and send your completed version, along with an updated CV and copy of your transcripts, to your advisor to have them fill out the next portion.

Part II: To be completed by ADVISOR

Name of student:

Semester student entered PhD program:

Name of advisor:

Date this form completed:

When did you last meet (in person or via Zoom) with this student for advising purposes? (Do not include meetings related to completing this form.)

Basic preparation. Courses identified on admission to the program that the student needs to take to satisfy basic preparation requirements and address any deficiencies. *Please note that determination of deficiencies is made by the PhD admissions committee. If you are unsure about your advisee's deficiencies, please contact the Graduate Chair.*

If the student had no deficiency in that area, please write 'NA'. If the student was identified to have a deficiency in that area, indicate the course taken/to be taken and the semester the student has taken/will take it (e.g., SLS 650, Fall 2023). **If the student is ABD (has submitted Form II), you may skip this section.**

SL analysis:

SL learning:

SL use:

SL education:

Language experience requirement. (<https://www.hawaii.edu/sls/graduate/phd/phd-program/language-requirements/>) **If the student is ABD (has submitted Form II), you may skip this section.**

Has the student's Language Experience Essay been uploaded to their Lulima dropbox folder:
(If yes, skip to Annual appraisal.) **Yes** **No**

Does the student currently meet the language experience requirement (as stated on the department website at the link above)? **Yes** **No**

If yes, list the 3 languages (including English):

If no, what steps will the student take to fulfill it?

Progress in program

Please review the timelines, milestone goals, and final deadlines stated here (<https://www.hawaii.edu/sls/graduate/phd/phd-program/comprehensive-exam/>) and in the two documents linked at the bottom of this page ([Comps Option 1: Exam route](#); [Comps Option 2: QP route](#)) before answering the following questions.

1) Has this student met, or is this student on track to meet, the stated milestone goals?

Yes No

Comments (optional):

2) Has this student met, or is this student on track to meet, the stated final deadlines?

Yes No

If the answer to (2) is no, please state which deadline(s) has/have been missed, explain why, and outline what steps are being taken for the student to move forward in the program. *This should be done after discussing the matter with the student.*

3) Is this student on probation for time to degree? Yes No

If the answer to (3) is yes, please explain why and outline what steps are being taken for the student to finish the program.

Annual appraisal. Please use the following scale to assess the student’s progress in the past 12 months (Fall and Spring semesters of the last academic year).

		AY2024-2025	Poor	Fair	Good	Excellent	Unable to evaluate
			0	1	2	3	N/A
1	Performance in coursework						
2	Research ability or potential						
3	Quality of work						
4	Quantity of work						
5	Planning and organizational skills						
6	Dependability						

What progress has the student made in the **past** 12 months toward their degree?

What progress should the student make in the **next** 12 months toward their degree?

Comments:

Send your completed version to <sls@hawaii.edu> and upload to your Lulima Dropbox by **April 1st**. Should the Graduate Chair have any questions, they will reach out directly to you.