**Illinois State University**

**Mennonite College of Nursing**

**Doctor of Philosophy**

**PhD Student Annual Evaluation**

**Please complete all 4 sections of this form.**

|  |  |
| --- | --- |
| Student Name | ISU email address |
| Today’s Date | Year in PhD Program |

1. **PhD Student Annual Benchmarks and Review of Progress**

The following is a comprehensive progress report of your year to year progress in the PhD Program. Please provide details regarding progress made toward each annual benchmark in the space provided for the appropriate year. For example, beginning students will complete the year one section of this form. If the benchmark has not been met, provide a timeline for completion. Feel free add additional accomplishments or goals, specific to you. Refer to the PhD student handbook Annual Review section for further details. Please retain an electronic copy for future evaluations. You will continue to use this same form and build upon it each year in the program.

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| **Year 1**  |
| **Annual Benchmarks** | **Progress Toward Benchmark** |
| **Academic Plan** |
| Submit Plan of Study to Mennonite College of Nursing Office of Student Services |  |
| Begin to identify elective courses  |  |
| Begin to identify committee members for dissertation |  |
| Begin to assemble annotated bibliography |  |
| Maintain good academic standing |  |
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| **Research** |
| Regularly attend research colloquia |  |
| Begin to define dissertation research area  |  |
| Participate in a guided research team  |  |
| Attend one scientific conference (MNRS) |  |
| Write and plan for submission of pre-doctoral application |  |
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| **Service** |
| Participate in service activities |  |
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| **Year 2**  |
| **Annual Benchmarks** | **Progress Toward Benchmark** |
| **Academic Plan** |
| Begin to assemble annotated bibliography |  |
| Gain experience as a teaching assistant, if necessary |  |
| Prepare for preliminary exam/dissertation proposal defense |  |
| Maintain good academic standing |  |
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| **Research** |
| Regularly attend research colloquia |  |
| Participate in a guided research team  |  |
| Attend and present at one professional conference  |  |
| Submit (or resubmit, as appropriate) pre-doctoral application |  |
| Co-author manuscript with advisor or other faculty member |  |
| Prepare and submit one journal article as first author  |  |
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| **Service** |
| Participate in service activities |  |
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| **Year 3**  |
| **Annual Benchmarks** | **Progress Toward Benchmark** |
| **Academic Plan** |
| Successfully complete coursework |  |
| Successfully complete preliminary exam/dissertation proposal defense |  |
| Complete research residency |  |
| Maintain good academic standing |  |
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| **Research** |
| Regularly attend research colloquia |  |
| Participate in a guided research team  |  |
| Attend and present at one professional conference  |  |
| Present at a research conference |  |
| Submit co-authored manuscript with advisor or other faculty member for publication |  |
| Prepare and submit one journal article as first author  |  |
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| **Service** |
| Participate in service activities |  |
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| **Year 4 and beyond**  |
| **Annual Benchmarks** | **Progress Toward Benchmark** |
| **Academic Plan** |
| Schedule dissertation defense |  |
| Successfully defend dissertation |  |
| Complete graduation forms |  |
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| **Research** |
| Conduct dissertation research |  |
| Present at a research conference |  |
| Prepare and submit one journal article as first author |  |
| Submit co-authored manuscript with advisor or other faculty member for publication |  |
| Prepare post-doctoral application |  |
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| **Service** |
| Participate in service activities |  |
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1. **Plan of Study**

The following is a list of required coursework and template for your plan of study. Please customize to suit your plan of study.

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| **Course Number** | **Course Names** | **Course Hours** |
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| NUR 502 | Introduction to Research | 3 hours |
| NUR 503 | Theoretical Basis of Research | 3 hours |
| NUR 504 | Scholarly Communication | 3 hours |
| NUR 505 | Quantitative Research Design | 3 hours |
| NUR 506 | Writing a Review of the Literature | 3 hours |
| NUR 507 | Qualitative Research Design | 3 hours |
| NUR 511 | Health Policy | 3 hours |
| NUR 513 | Ethical, Legal, and Professional Issues in Research | 3 hours |
| NUR 515 | Dissertation Proposal Design | 3 hours |
| NUR 523 | Applied Research | 3 hours |
| NUR 526 | Residency in Research | 3 hours |
| NUR 540 | Univariate Statistics | 3 hours |
| NUR 541 | Multivariate Statistics | 3 hours |
| NUR 544 | Measurement and Instrumentation in Nursing | 3 hours |
| Electives | Select 9 hours of elective coursework | 9 hours |
| NUR 599 | Dissertation | 15 hours |
| NUR 530 | Research Colloquium | 0 hours |

Please

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| **Course Number** | **Course Names** | **Course Hours** |
| **Semester 1 Fall 20\_\_** |
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| **Semester 2 Spring 20\_\_** |
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| **Semester 3 Summer 20\_\_** |
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| **Semester 4 Fall 20\_\_** |
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| **Semester 5 Spring 20\_\_** |
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| **Semester 6 Summer 20\_\_** |
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| **Semester 7 Fall 20\_\_** |
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| **Semester 8 Spring 20\_\_** |
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| **Semester 9 Summer 20\_\_** |
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| **Semester 10 Fall 20\_\_** |
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| **Semester 11 Spring 20\_\_** |
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1. **Curriculum Vita**

Please attach a copy of your most recent curriculum vita.

1. **Forms**

Please include any forms relevant to your progress. See required forms listed at the bottom of the website linked below:

<https://nursing.illinoisstate.edu/doctoral/advising/>

You can utilize the PhD Student and Advisor Checklist to identify forms which need to be submitted based on your progress and status in the program.

1. **Summary of PhD Student Annual Evaluation**

This is to verify that an Annual Evaluation has been conducted for the above student including review of grades, scholarly productivity, adherence to the plan of study, and progress toward dissertation completion.

The following action is recommended: (check only one)

[ ]  1. Satisfactory progress (original plan of study is current, attach a copy)

[ ]  2. Satisfactory progress, however, a revised plan of study is required. (Attach a copy of revised program of study.)

[ ]  3. Unsatisfactory progress – a revised plan of study and/or other requirements are listed below. Copies sent to Director of Graduate Programs.

Comments or Requirements:

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| --- | --- |
| Student Signature | Date |
| Faculty Advisor Signature | Date |
| Faculty Advisor Signature | Date |
| Director of Graduate Programs Signature | Date |