



## **ANNUAL ACADEMIC & PROFESSIONAL PLANNING FORM**

The purpose of this form is to help graduate students and their advisors prepare for their annual planning and review meetings. This is not seen as a rigid set of rules. Rather it simply lists issues that should help in designing valuable annual and long-term educational and career plans. Not all parts will be relevant to all students. Please consider all issues relevant to you before meeting with your advisor. You will work with your advisors to prepare a plan for the upcoming academic year. These plans should be considered carefully. They can be changed during the year with the approval of your advisors and the Graduate Program Coordinator. They will also be used at the end of the year to evaluate the adequacy of your progress during the year.

The final draft of your plan needs to be signed by both your primary and your secondary advisors and by the Graduate Program Advisor. The original plan must be submitted to Catherine Richardson, Program Coordinator in B110, Padelford Hall for departmental records by the end of the second week of fall quarter.

**STUDENT NAME:**

**DATE:**

### **Preparation of the annual plan**

Use the questions here to guide preparation of your plan for the upcoming year. Set an appointment with your advisor and secondary advisor to review and finalize your plan. Note gaps, uncertainties and problem areas before you meet with your advisors so you can address those issues during the meeting.

### **LONG TERM GOALS**

What are your goals for the next 5 to 10 years (e.g. teaching, research, other, undecided)?

Students beyond the first year should prepare an updated curriculum vita (CV). Include courses taken, courses TA'd or taught, service to the department, college, university, or community organizations, awards, publications, talks given, etc. Turn in your CV with this form.

GWSS/UW ♦ BOX 354345 ♦ SEATTLE, WA 98195-4345 ♦ 206-543-6900 ♦ [gwss@uw.edu](mailto:gwss@uw.edu) or [car945@uw.edu](mailto:car945@uw.edu)

If you hope to teach, prepare a statement of teaching interests.

Prepare a statement of research interests.

What new skills/accomplishments are needed to help you achieve your goals? How can these skills/accomplishments be acquired /worked on during the current academic year?

**PLANS FOR THE COMING YEAR**

Which courses will you be taking? Please note whether the course is required, provides knowledge directly related to your area of specialization, provides broad knowledge not related to your specialization or is a methods course.

Milestones: Will you be forming your supervisory committee, taking your general exams, submitting your dissertation proposal, completing your dissertation, etc.? Please list.

Please list research projects and writings to be initiated or completed.

Do you have professional talks planned? Please note place of presentation.

Please list courses you hope to TA.

Please list courses you would like to teach.

Other teaching practice: Will you be giving guest lectures in classes; presentations in seminars or research/study groups?  
Do you have any research talks planned for GWSS's quarterly colloquium?

Please list any services you are involved in, such as departmental, college, university, community, or national services.  
(Not required, but may be appropriate)

**ISSUES RELATED TO PRIMARY ADVISOR - SECONDARY ADVISOR - COMMITTEE - MENTORING**

Given your long-term goals, are you in the right training situation with the right primary advisor?

If you need to change, how can this be accomplished as simply as possible? What about your secondary advisor?

What type of academic mentoring do you prefer? Do you like your advisor to be hands-on and watchful or do you prefer more global task assignments and check-ins at the end of the task?

Think about the different arenas in which you need mentoring (teaching, research, time management, work-family relationships). Do you know people who can provide mentoring in these different arenas? Who can help you find the right mentors?

(After committee formation) Is your committee well suited to your goals? Are any changes needed?

Will faculty sabbaticals/leaves interfere with your time plan?

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Plans can be changed during an academic year with the written approval of the primary and secondary advisors and the Graduate Program Advisor.

Signature of Primary Advisor:

Date:

Signature of Secondary Advisor or Graduate Program Director:

Date:

Graduate Student Signature:

Date: