**Annual Evaluation and Professional Portfolio Documentation for HDFS Doctoral Students**

**Name:**

**Major Advisor:**

**Semester and Year:**

**Date Submitted:**

 **Students admitted to the doctoral program (beginning fall 2010) are required to complete and maintain a professional portfolio. See pages 26-33 of the Doctoral Handbook for a detailed description of each portfolio category. Please complete the information below and attach this form with your annual progress report. This is a cumulative process, so you will add achievements each year. *Be sure to provide dates for all activities.* You should consult with your major advisor as you complete the form. Additionally, your committee and your content area faculty(i.e. child development, HDFD, CFT) will review your form and have an opportunity to provide feedback. A feedback form has been developed for faculty. The purpose of this process is to support your growth as a scholar, in both your academic and professional development. *Please note that it is the* *student’s responsibility to document portfolio accomplishments*. Progress on portfolio requirements will be considered when RA’s, TA’s and scholarships are awarded. Students not progressing will be required to schedule an “Academic Progress Review.” See page 15 of PhD handbook for details.**

**Please complete the following sections by supplying the appropriate information.**

**I. Publications (minimum of 1 required by end of doctoral program; manuscripts accepted for publication or in press meet this requirement)**

1. **List the citations for any manuscripts published or accepted for publication/in press:**
2. **List the citations for any manuscripts currently under review:**
3. **List the citations for any manuscripts currently in progress (papers on which you are collaborating with a mentor):**
4. **Please provide an update on manuscripts in progress that were reported in last year’s annual progress report:**

**II. Conference Presentations (minimum of 2 required by end of doctoral program)**

1. **List the citations for conference presentations, noting the format for the presentations (poster, poster symposium, paper symposium)**

**III. Research Statement (Required of all students)**

**Research Statement: Write a description of your research program. (this can be amended periodically) Your statement (2-3 page) should describe your research interests and how these interests are integrated into your overall research questions. A research statement generally consists of:**

* **a description of your research interests (including stating why your research interests are critical to address in your field of study)**
* **your current research questions**
* **the methods utilized to address your research interests and research questions**
* **the skills you have developed that are key to pursuing your research questions**
* **any preliminary research findings**
1. **Research Competencies**
2. **List 1-2 goals regarding increasing your research competencies in general, focusing on those areas in which you feel you need to increase your skills.**
3. **List the names and dates of research-related training and seminars (at least 2 required per year) you have attended.**
4. **Briefly describe your participation on a research team or any volunteer work with a research project: (requirement may vary by content area—check with your advisor)**
5. **Write 1-2 sentences describing how you feel you are progressing in gaining each of the following research competency areas:**
6. **Experience in data collection:**
7. **Data management/organization which includes data entry, data cleaning and organization of data files:**
8. **Statistical skills:**
9. **Qualitative skills:**
10. **Data interpretation:**

**V. Teaching (Required \*\*)**

**a. Have you completed a teaching assistantship? \_\_ Yes \_\_\_\_No (**please note that this is **not** a requirement and a variety of strategies can provide teaching experience.)

If yes, list the semester, course title and summarize evaluation information, if available.

**b. \*\* Have you completed a teaching philosophy statement? \_\_\_Yes \_\_\_No**

 If so, please attach.

**c. \*\* Have you completed a guest lecture in an HDFS class? \_\_ Yes \_\_\_\_No**

If yes, list the date and course title. Please attach any evaluation information received.

**In what other ways have you gained teaching experience?**

**d. Are you pursuing the teaching certificate? \_\_ Yes \_\_\_\_No**

If yes, describe your progress:

**VI. Service (1 event required per year)**

**List any professional memberships you hold (e.g. member of SRCD, NCFR)**

**List service activities within these organizations (e.g. student representative on a committee, assistance at a conference)**

**List university, college, or departmental service events. (e.g. student representative on a departmental, college or university committee, assistance with departmental functions, serving on leadership team, co-hosting a departmental brown-bag.)**

1. **Outreach (minimum of 1 required by end of doctoral program)**

**List the names and dates of outreach activities, related to your professional expertise. This should be beyond work accomplished for pay (e.g. RA) (e.g. training or educational events for practitioners, Family Impact Seminars, parent education workshops, preparation of newsletters or briefs for community partners).**

**Summary**

1. **You should list your goals for the upcoming year in the departmental annual progress report. Please list below any specific comments or information you would like to share with faculty about your progress this year.**
2. **Are there particular topics we could address in regular student-faculty meetings**

**that would be helpful to you?**

1. **Are there any special circumstances with regard to funding that the faculty and graduate director should know?**

 **\_\_ Yes (describe below) \_\_No**