**Illinois State University**

**Mennonite College of Nursing**

**Doctor of Philosophy**

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

Date: Click here to enter a date. Student Name: Click here to enter text. Year in program: Click here to enter text.

|  |  |
| --- | --- |
| **Annual Benchmarks** (completed by student): Please reference benchmarks specific to your time in the PhD program on page 2 of this document, ie. choose benchmarks for Year 1 if you are in your first year of the program or have completed 18 semester hours. You will see the benchmarks for academic, research and service under each year. Please note each of those benchmarks respectively in the spaces below. | **Review of Progress** (completed by student): Please reference page 2 for those same benchmarks and report on your progress for each benchmark at this point in your program below. Please indicate which benchmarks were exceeded, met, and unmet in the spaces below. |
| Academic: Click here to enter text.  | Academic: Click here to enter text. |
| Research: Click here to enter text.   | Research: Click here to enter text. |
| Service: Click here to enter text.  | Service: Click here to enter text. |

**Benchmarks Approved:**

Type to sign

Student Signature: Click or tap here to enter text. Date: Click here to enter a date.

Faculty Advisor Signature: Click or tap here to enter text. Date: Click here to enter a date.

Director of Graduate Programs Signature: Click or tap here to enter text. Date: Click here to enter a date.

**Year 1** (or after 18 semester hours)

 Academic Plan

1. Submit Plan of Study to Mennonite College of Nursing Office of Student Services
2. Begin to identify elective courses
3. Begin to identify committee members for dissertation
4. Begin to assemble literature review table using a reference management program such as Endnote Online, Mendeley, or Zotero
5. Maintain good academic standing

Research

1. Regularly attend research colloquia
2. Begin to define dissertation research area
3. Participate in a guided research team/complete research residency
4. Attend one scientific conference (such as MNRS)
5. Write and plan for submission of pre-doctoral application

Service

1. Participate in service activities\*

**Year 2** (or after 36 semester hours)

Academic Plan

1. Continue to assemble literature review table
2. Gain experience as a teaching assistant, if available and needed
3. Prepare for preliminary exam/dissertation proposal defense
4. Maintain good academic standing

 Research

1. Regularly attend research colloquia
2. Participate in a guided research team/complete research residency
3. Attend and present at one professional conference
4. Submit (or resubmit, as appropriate) pre-doctoral grant application
5. Co-author manuscript with advisor or another faculty member
6. Prepare and submit one journal article as first author

Service

1. Participate in service activities\*

**Year 3** (or after 54 semester hours)

Academic Plan

1. Successfully complete coursework
2. Successfully complete preliminary exam/dissertation proposal defense
3. Complete research residency
4. Maintain good academic standing

 Research

1. Regularly attend research colloquia
2. Participate in a guided research team
3. Attend and present at one professional conference
4. Present at a research conference
5. Submit co-authored manuscript with advisor or another faculty member for publication
6. Prepare and submit one journal article as first author
7. Prepare and submit internal grants for the MCN Doctoral Grant Program and the Graduate School Dissertation Completion Grant

Service

1. Participate in service activities\*

**Year 4** (or after being admitted to candidacy)

Academic Plan

1. Schedule dissertation defense
2. Successfully defend dissertation
3. Complete graduation forms

 Research

1. Attend research colloquia as appropriate
2. Conduct dissertation research
3. Present at a research conference
4. Prepare and submit one journal article as first author
5. Submit co-authored manuscript with advisor or other faculty member for publication
6. Prepare post-doctoral application

Service

1. Participate in service activities\*

\* Examples of service activities include membership on an academic committee, professional society, or participation in an MCN committee.

**Annual Evaluation Report**

*(To be completed by faculty advisor)*

Date: Click here to enter a date.

Student Name: Click here to enter text.

**This is to verify that an Annual Evaluation has been conducted for the above student including review of grades, scholarly productivity, adherence to 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 Graduate Program Coordinator.

**Comments or Requirements:**

**Approved:**

Type to sign

Student Signature Click or tap here to enter text. Date Click or tap to enter a date.

Faculty Advisor Signature Click or tap here to enter text. Date Click or tap to enter a date.

Director of Graduate Programs Signature Click or tap here to enter text. Date Click or tap to enter a date.

***Electronic Signature***

*If you are under the age of 18 or have not elected to participate in electronic signature at the University, please call 309-438-7400 to request a hard copy of the form be emailed to you for submission. If you are under the age of 18, a parent must sign the hard copy .pdf version of the form.*

*By typing my name in the indicated fields, I hereby acknowledge that I consent to sign Annual Benchmarks and Annual Evaluation form. I also acknowledge that I have had sufficient time to review and seek explanation of the terms and conditions contained above, have carefully read them, understand them fully, and agree to be legally bound by them. I understand that transactions and/or signatures in records may not be denied legal effect solely because they are conducted, executed, or prepared in electronic form, and that if a law requires a record or signature to be in writing, an electronic record or signature satisfies that requirement.*

***Forward this form and a current plan of study to***

***MCN Office of Student Services***