Department of Second Language Studies

PhD Advising Form

**TO BE COMPLETED BY ADVISOR**

|  |  |  |  |
| --- | --- | --- | --- |
| **PhD Student:** |  | **Date:** |  |
| **Semester Entered:** |  | **Advisor:** |  |

A. **Basic preparation.** Courses identified on admission to the program that the student needs to take to satisfy basic preparation requirements and address any deficiencies. If deficiency has been removed, indicate relevant course and semester. *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.*

|  |  |  |  |
| --- | --- | --- | --- |
| Second Language Analysis |  | Second Language Use |  |
| Second Language Learning |  | Second Language Pedagogy |  |
| No Deficiencies |  |  |  |

B. **Language experience requirement.**

|  |  |  |
| --- | --- | --- |
| Language | How the requirement was fulfilled: | Semester or N/A |
| 1. |  |  |
| 2. |  |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Poor** | **Fair** | **Good** | **Excellent** | **Unable to Evaluate** |
| **0** | **1** | **2** | **3** | **N/A** |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Semester** (e.g., F13) |  |  |  |  |  |  |  |  |
| 1 | Performance in coursework |  |  |  |  |  |  |  |  |
| 2 | Research ability or potential |  |  |  |  |  |  |  |  |
| 3 | Quality of work |  |  |  |  |  |  |  |  |
| 4 | Quantity of work |  |  |  |  |  |  |  |  |
| 5 | Planning and organizational skills |  |  |  |  |  |  |  |  |
| 6 | Dependability |  |  |  |  |  |  |  |  |

7. What progress has the student made in the **past** 12 months toward her/his degree?

|  |
| --- |
|  |

8. What progress should the student make in the **next** 12 months toward his/her degree?

|  |
| --- |
|  |

9. Comments:

|  |
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**TO BE COMPLETED BY PHD STUDENT (p. 1 of 2)**

Please make an appointment with your advisor, and before your meeting, email this completed form **with your updated CV** and most recent unofficial **transcript**. (To download the PDF file of your unofficial transcript: Log in to STAR [*https://www.star.hawaii.edu:10012/studentinterface/*]. Make sure to select **Manoa-Graduate** in the drop-down menu under “Please choose the type of transcript you would like,” then click **campus transcripts BY SEMESTER**. Click the **PDF** button to download.)

|  |  |  |  |
| --- | --- | --- | --- |
| PhD Student: |  | Date: |  |
| Semester Entered: |  | Advisor: |  |

A. **Advising.** Date of last meeting with your advisor: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

B. **Form submission to Graduate Division and milestones.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Form I** | **Form II\*** |  |  | **SLS Requiremt.** | **Form III** | **Form IV** |
| **Milestone** | Preliminary Conference | Form Dissert. Committee | Comprehensive Exam | Proposal Defense | Prospectus Defense | Dissertation Defense | Dissertation Submission |
| **Expected date** | By wk 2, sem. 1 |  |  |  |  |  |  |
| **Actual date** |  |  |  |  |  |  |  |

\*If your study requires IRB approval, obtain approval before proposal defense.

***IF YOU ARE ABD (=HAVE SUBMITTED FORM II), YOU DO NOT NEED TO COMPLETE PART C. SKIP TO PART D.***

C. **Distribution requirements.** Beyond *basic preparation*, each PhD student’s program must include a minimum of 2 graduate-level courses from each of 3 of the subfields of specialization (SL Analysis, SL Learning, SL Use, SL Pedagogy), plus 2 graduate-level research methods courses. There is flexibility in deciding which courses fit each subfield. At least 2 out of the 8 courses (totaling 24 credits) must be at the 700 level. 3 credits of 799 may count towards the pedagogy requirement. If a course can be assigned to more than one subfield, the advisor decides on the subfield assignment. ***Courses must be graded (no 699s). Only courses taken after admission to the PhD program may count towards PhD course requirements (***[***no transfer credits***](http://www.manoa.hawaii.edu/graduate/content/transfer-pbu-credits)***).***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Course** | **Semester Completed** |  | **Course** | **Semester Completed** |
| **SL Analysis** |  |  | **SL Use** |  |  |
|  |  |  |  |  |  |
| **SL Learning** |  |  | **SL Pedagogy** |  |  |
|  |  |  |  |  |  |
| **Research** |  |  | **Notes:** |
|  |  |  |

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PhD Advising Form

**TO BE COMPLETED BY STUDENT (p. 2 of 2)**

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| --- | --- | --- | --- |
| **PhD Student:** |  | **Date:** |  |
| **Semester Entered:** |  | **Advisor:** |  |

D. **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.

|  |
| --- |
|  |

E. **Academic progress.**

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

|  |
| --- |
|  |

2. What progress will you make toward your degree in the **next** 12 months?

|  |
| --- |
|  |

F. **Comments and questions.**

Are there any other matters you wish to bring to your advisor’s attention?

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