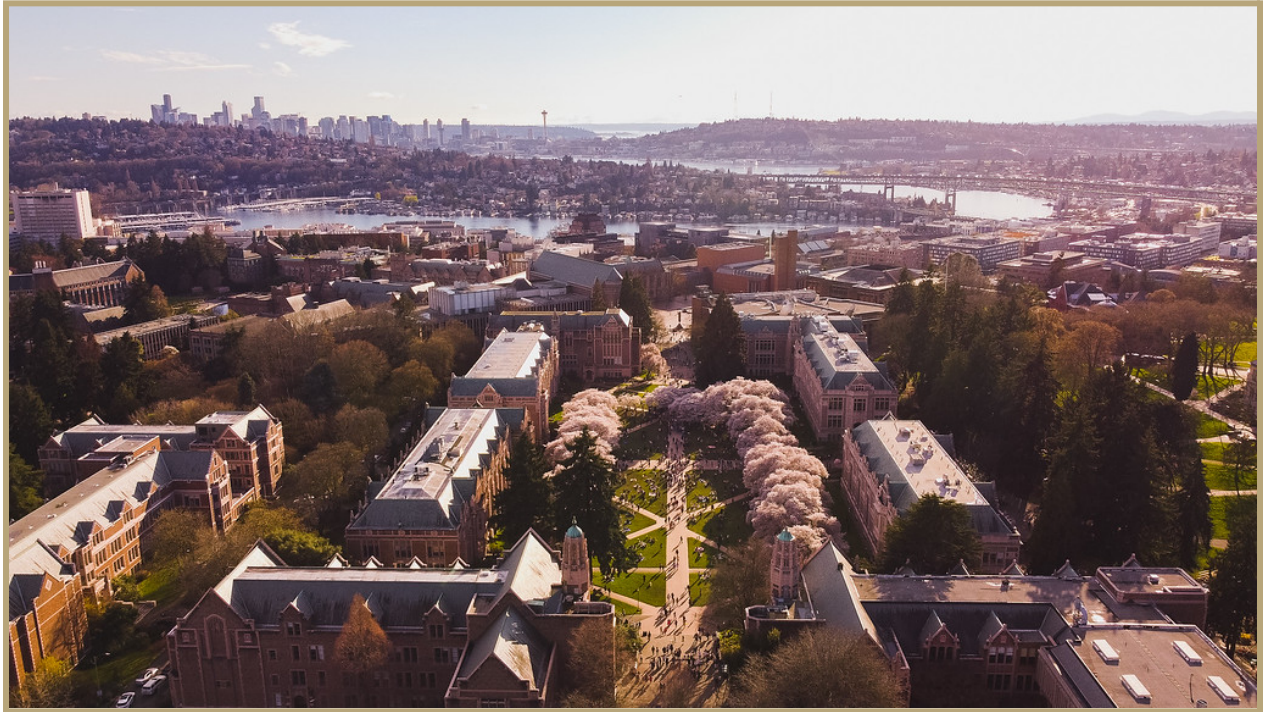


INDUSTRIAL & SYSTEMS ENGINEERING



Ph.D. STUDENT HANDBOOK

2023-2024

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UNIVERSITY OF WASHINGTON

STATEMENT ON EQUAL OPPORTUNITY

The University of Washington reaffirms its policy of equal opportunity regardless of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam era veteran.

This policy applies to all programs and facilities, including, but not limited to, admissions, educational programs, employment, and patient and hospital services. Any discriminatory action can be a cause for disciplinary action.

Discrimination is prohibited by Presidential Executive Order 11246 as amended, Washington State Gubernatorial Executive Orders 89-01 and 93-07, titles VI and VII of the Civil Rights Act of 1964, Washington State Law Against Discrimination RCW 49-60, Title IX of the Education Amendments of 1972, State of Washington Gender Equity in Higher Education Act of 1989, Sections 503 and 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Age Discrimination in Employment Act of 1967 as amended, Age Discrimination Act of 1975, Vietnam Era Veterans' Readjustment Assistance Act of 1972 as amended, other federal and state statutes, regulations, and University policy.

Coordination of the compliance efforts of the University of Washington with respect to all of these laws and regulations is under the direction of Torrey Tiburzi, Director, Equal Opportunity and Affirmative Action Office, University of Washington, Box 351240, 231 Gerberding Hall, Seattle, Washington, 98195-1237, telephone 206.543.1830/voice or email eoaa@uw.edu.

The University of Washington is committed to providing access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. For information or to request disability accommodation contact Disability Resources for Students (DRS) [Seattle Campus at (206) 543-8924/V, (206) 543-8925/TTY, (206) 616-8379 (FAX), or e-mail at uwdss@uw.edu].

Commitment to Inclusion and Diversity

"Fostering diverse and inclusive graduate communities is a paramount responsibility of universities. A diverse representation of ideas, students, faculty, staff and leadership is essential to the excellence and success of graduate education and its function of advancing knowledge that benefits a broad range of local, national and international populations. To attract and retain the world's most diverse and talented graduate students, faculty, and staff, universities must establish and maintain welcoming and supportive classroom and campus environments that allow each individual to thrive." -UW Graduate School's 2015-2020 Strategic Plan for Graduate Education

The Department of Industrial & Systems Engineering (ISE) believes that there is strength in diversity of people, ideas, beliefs, science, and life. The staff and faculty are committed to a welcoming environment for all our students. This is consistent with the inclusion messages sent out by UW President Cauce, School of Medicine Dean Ramsey, the UW Graduate School, as well as other leaders at the UW and State of Washington.

FERPA & ISE Practices

As a University of Washington student, you are expected to read and understand the [Family Educational Rights and Privacy Act \(FERPA\)](#) as it relates to your student information. We also want all students to understand how the department may use your information.

Photography and Publications: The ISE department takes photos at student events, in the classroom, etc., and often uses these photos in publications such as brochures and advertisements, as well as on the department website and social media sites such as Facebook. If you do not want to be featured in a photo, simply ask the photographer to refrain from taking your photo and/or remove yourself from the location.



CURRENT Ph.D. STUDENTS

The Ph.D. provides students with the skills to conduct advanced research in ISE. The degree is broken into three major stages that culminate in the Qualifying Examination, General Examination, and Final Examination.

If you have questions about the Ph.D. program that are not answered here, please contact the Ph.D. Adviser, Sheila Prusa, at isemengr@uw.edu.

DEGREE INFORMATION

- [Degree requirements & procedures](#)
- [Qualifying Exam requirements](#)
- [Technical electives](#)
- [Documents & forms](#)

LAB INFORMATION

The Graduate lab is in **Mechanical Engineering Building (MEB) B-14**.
You will receive the door code at the beginning of the school year.

SOFTWARE / COMPUTER INFORMATION

- [Information on how to use COE-VDI](#)
 - A Virtualized Desktop Infrastructure
- [Information for faculty, staff and students of the College of Engineering](#)
 - Too many resources to list here! Click the link and have a look around.
- [VMware Horizon Clients](#)
 - Connect to your VMware Horizon virtual desktop.

GRADUATE STUDENT INFORMATION

- [UW Graduate School resources](#)
- [MyGrad Program](#)
- [The Graduate and Professional Student Senate](#)

OPPORTUNITIES

- [Assistantships, Fellowships & Financial Aid](#)
- [ISE Conference Travel Policy](#) (login required)
- [Job Opportunities](#)

Ph.D. DEGREE REQUIREMENTS AND PROCEDURES

Students are expected to register for at least 10 credits applicable toward their degree in each quarter during the nine-month academic year.

A minimum of 90 credits must be completed for the Ph.D. degree (a master's degree from the UW or another institution may be used as a substitute for 30 credits of enrollment). A minimum of 60 credits must be completed at the University of Washington. A minimum cumulative GPA of 3.0 must be maintained.

1. PREPARATION

Plan a course of study to prepare for the Ph.D. Qualifying Exam.

View the [Qualifying Exam requirements](#).

Complete 3 credits of IE [Graduate Seminar](#): IND E 591, 592, 593 (1 credit each).

2. TAKE THE Ph.D. QUALIFYING EXAM

The Qualifying Exam is offered once per year, in spring quarter.

Students planning on taking the Qualifying Exam must register with the ISE Advising Office in February.

The Qualifying Exam is administered as a take-home test over one week, followed by an oral presentation. The Qualifying Exam must be taken no later than the second time it is offered while in residence. A Ph.D. student is allowed to take the qualifying exam at most twice.

3. ESTABLISH A SUPERVISORY COMMITTEE

[Establish a Ph.D. Supervisory Committee Chair or co-Chairs](#) before the end of Summer quarter after passing the Qualifying Exam. The Chair must be a

tenured/tenure-track or Adjunct faculty in ISE. If there are co-Chairs, then one must be tenured/tenure-track or Adjunct faculty in ISE. A co-Chair must have, at a minimum, an ISE Affiliate appointment at the rank of Assistant, Associate or Full Professor.

It is suggested that the Doctoral Supervisory Committee be established at least four months prior to the intended date of the General Examination. It must consist of a minimum of four members, including the Graduate School Representative (GSR). A minimum of two members (including the Chair/co-Chairs) must be tenured/tenure-track or Adjunct faculty in Industrial & Systems Engineering. The Chair (or a co-Chair) must be a member of the Graduate Faculty with an endorsement to chair doctoral committees. The GSR must be a member of the Graduate Faculty with an endorsement to chair doctoral committees. At least three committee members must be Graduate Faculty with an endorsement to chair doctoral committees.

To form your Supervisory Committee, submit the [Request to Establish a Ph.D. Supervisory Committee](#) form, with all required signatures, to the ISE Advising Office.

4. SUCCESSFULLY COMPLETE THE Ph.D. GENERAL EXAMINATION

Prior to scheduling the General Examination, you must complete 60 credits, with at least 18 credit hours of 500-level courses. A master's degree from the UW or another institution may be used as a substitute for 30 of these 60 credits.

When you are ready to schedule the General Examination you must contact the ISE Advising office at least three weeks in advance for appropriate forms and instructions. Industrial & Systems Engineering requires a written proposal of the dissertation research (given to the Committee members two weeks in advance), followed by an oral examination. Students are strongly encouraged to leave at least two weeks between their date of examination and the last day of the quarter.

Candidacy is awarded upon completion. Registration and completion of credits as a graduate student is required the quarter the exam is taken and candidacy is conferred.

5. COMPLETE NECESSARY DISSERTATION CREDITS

The candidate must register and complete a minimum of 27 credits of dissertation (IND E 800) over a period of at least three quarters. Students are not allowed to register for IND E 800 credits prior to the quarter in which they take the general exam. At least two quarters must come after the student passes the General Examination. Students are limited to a maximum of 10 credits per quarter of dissertation.

6. ESTABLISH THE Ph.D. READING COMMITTEE

To meet basic Graduate School requirements, a doctoral Reading Committee must consist of a Chair and two additional members, all being voting members from the student's Supervisory Committee. The committee must be established before a "Request for Final Examination" is submitted to the Graduate School.

To establish the Reading Committee, inform the ISE Advising Office which committee members have agreed to serve. The ISE Advising Office will then send a memo to the Graduate School to officially establish the Reading Committee.

7. SUCCESSFULLY COMPLETE THE Ph.D. FINAL EXAMINATION

The Ph.D. Final Examination serves as the defense of the student's dissertation.

To schedule the Final Examination, you must contact the ISE Advising office at least three weeks in advance for appropriate forms and instructions. Ensure that the entire Committee has received and had an opportunity to read a draft of your dissertation before approaching the advising office. Students are strongly

encouraged to leave at least two weeks between their date of examination and the last day of the quarter.

Full or part-time registration is required the quarter the Final Examination is taken and the degree is awarded.

8. SUBMIT THE SIGNED FINAL EXAMINATION COMMITTEE SIGNATURE FORM AND DISSERTATION TO THE GRADUATE SCHOOL

If the Final Examination is satisfactory, the Supervisory Committee members who participate in the examination sign a Committee Signature Form, which is promptly provided to the ISE Advising Office by the Chair of the Supervisory Committee.

After the student has incorporated all of the committee's comments into the dissertation, the student is required to obtain signatures from the reading committee on a [reading committee approval form](#).

Note that this form is different from the aforementioned Committee Signature Form. A final copy of the dissertation should be provided to the reading committee when obtaining signatures on this form. The student should electronically submit this signed reading committee form along with the final dissertation to the Graduate School.

The student has 60 days after the Final Examination to electronically submit the final approved dissertation and the signed reading committee form to the Graduate School. Registration as a graduate student is required the quarter the Final Examination is taken AND the quarter the dissertation is submitted and the degree is conferred, even if the 60-day time period has not yet expired.

See the complete [Ph.D. graduation checklist and instructions](#).



Ph.D. FINAL EXAM CHECKLIST

Next steps for you:

1. Make sure your committee is up to date in [MyGrad Program](#) (who is a member, who is GSR, who is on your reading committee, etc.).
2. Determine date and time of exam.
3. Request the exam in MyGrad Program – you must enter date/time/location in request. For virtual exams, enter the Zoom link as the location. The Chair of your committee should host the Zoom room.
4. Notify Sheila that you have done this so that she can approve the exam and print the Committee Signature Form.
5. Send an abstract of your dissertation to Sheila at least one week before the exam (preferably 2 weeks) so we can announce the exam publicly.

6. After you pass your defense, have your committee chairs and members email Sheila that you have passed. We need emails or digital signatures from each of them; these will be attached to the Committee Signature Form and placed in your student file. After we receive complete confirmation that you have passed the exam, Sheila will notify the Graduate School that you passed.
7. If you don't pass the exam, we will need to convey that information as well.
8. The Reading Committee Approval Form is now completed electronically. This goes to your committee after the defense, and after you have made any necessary changes in your thesis, when you give them the final copy of your thesis.
9. Here is a link to the [Graduate School's website with information on how to submit your dissertation](#) (embedded within this link are other links for formatting, dates and deadlines, etc.). Pay attention to the information on the Graduate School's thesis and dissertation website – it is crucial information.
10. You will not graduate until the Graduate School receives your dissertation. E.g., if you defend in spring quarter but submit your dissertation *after* the last day of the quarter then you will graduate in August, on the last day of Summer Quarter. Try to arrange it so that you can defend and submit your final thesis before the quarter ends. Otherwise, you will have to enroll in the following quarter (2 credits).
11. You must complete a [Survey of Earned Doctorates](#) by the end of the quarter.
12. You must be enrolled the quarter that you graduate. (See No. 10, above.) You will not graduate until your thesis is submitted.

Good luck!

STUDENT GROUPS

ALPHA PI MU UW

Alpha Pi Mu is the UW branch of the national industrial engineering honor society.
Faculty advisor: [Patty Buchanan](#)
alphapim@uw.edu

HUMAN FACTORS AND ERGONOMICS SOCIETY

The UW student chapter of the Human Factors and Ergonomics Society (HFES) is a group of students interested in understanding human characteristics applicable to systems design. The chapter aims to exchange knowledge and experiences among members by hosting diverse activities, including guest lectures, field trips, chapter meetings, and conferences.

Faculty advisor: [Ji-Eun Kim](#)

INSTITUTE OF INDUSTRIAL & SYSTEMS ENGINEERS UW

The Institute of Industrial & Systems Engineers (IISE) is the world's largest professional society dedicated solely to the support of the industrial engineering profession and individuals involved with improving quality and productivity. The student chapter at the UW strives to create a positive impact by strengthening interaction between students, faculty, and industry.

Faculty advisor: [Patty Buchanan](#)

- Email: iise@uw.edu
- [Connect with IISE on Facebook!](#)

HEALTH & SAFETY

Learn about options available to you for health and safety issues, including campus safety organizations and health & wellness resources.

If you are experiencing or reporting an emergency immediately call 9-1-1.

CAMPUS SAFETY

UW maintains a robust infrastructure of campus safety and emergency response resources including [UW Alert](#), the [UW Police Department](#), and the office of [Environmental Health & Safety](#).

SAFECAMPUS

UW SafeCampus works with campus partners to keep our community safe. Tell them what's going on and they will figure out how to best address your concerns. If you're scared or unsure what to do, call 206-685-SAFE (7233).

OFFICE OF THE TITLE IX COORDINATOR

See the Know Your Rights & Resources guide from the Office of the Title IX Coordinator if you have experienced sexual assault, stalking, relationship or intimate partner violence, sexual harassment, or other sexual misconduct. The guide provides important information on resources and reporting options so that individuals can decide what feels right for their situation.

LAB SAFETY TRAINING

All students using instructional labs must complete a series of lab training sessions to ensure their safety and the safety of others.

HEALTH & WELLNESS

UW Health & Wellness provides support, consultation, and education support including [alcohol & drug consultation & education](#), [suicide intervention](#), [sexual assault & relationship violence advocacy](#), and [student care](#).

HALL HEALTH

Hall Health is a fully accredited outpatient medical clinic serving the UW campus. Students can see medical professionals, fill prescriptions, update immunizations, and receive other medical services. Hall Health accepts several forms of insurance, including iSHIP and GAIP.

COUNSELING CENTER

The UW Counseling Center is a mental health resource where currently enrolled students can receive assistance with adjustment issues, depression, anxiety, relationship concerns, and a variety of other challenges. The Counseling Center does not accept/require insurance. If your concerns are urgent, contact the Crisis Clinic at 866-427-4747.

Student life

Discover the variety of services and resources available to you as a UW student.

HOUSING AND FOOD SERVICES

UW offers a wide variety of housing and food services to students.

TRANSPORTATION SERVICES

Transportation Services is the central resource for information about parking, regional transit passes (UPass), bicycling, and navigating to or around the UW campus.

STUDENT PARENT RESOURCE CENTER

The Student Parent Resource Center provides resources and financial support to students with children. Student parents at the UW can find the resources they need to support the successful completion of their degree.

STUDENT ACTIVITIES OFFICE (INCLUDING GPSS AND ASUW)

The Student Activities Office encourages students to participate in student activities and student government as a way to experience personal growth, meet new friends, and share common interests with other students, faculty and staff.

OFFICE OF STUDENT VETERAN LIFE

The Student Veteran Life works to achieve three main objectives: 1) Create centralized services and programming; 2) Grow and strengthen the veteran community; and 3) Represent the unique position and needs of UW veteran constituents.

INTERNATIONAL STUDENT SERVICES (ISS) OFFICE

The International Student Services Office is staffed by highly trained advising professionals who help students understand benefits and restrictions of F-1 and J-1 visa status.

FOUNDATION FOR INTERNATIONAL UNDERSTANDING THROUGH STUDENTS (FIUTS)

FIUTS is a UW-based non-profit organization which connects university students to local and global communities through programs that build international awareness, cross-cultural communication, and informed leadership.



JOBS AND INTERNSHIPS

CAREER CENTERS

CAREER CENTER @ ENGINEERING

The [Career Center @ Engineering](#) (CC@E) is here to help you with every step of your job search. CC@E's services include career counseling, job seeking guidance, resume and portfolio building assistance, skill development, and networking opportunities. You can schedule an appointment or drop by during walk-in hours to get feedback on anything career or job-search related.

- CC@E is open Monday through Friday
- 8:00 a.m. to 5:00 p.m., with reduced summer hours
- Walk-in hours: Monday through Thursday, 1:00 to 3:30 p.m.
- Location: [Loew Hall](#) 301S

INTERNSHIP PROGRAM

CC@E runs the [Engineering Internship Program](#), through which you can get academic credit while you participate in an internship. Internships are one of the best ways to get experience in your field, because you learn, hands-on, how to work within real-world business environments and constraints.

By taking ENGR 321 or ENGR 601, undergrad and graduate students can maintain full-time student status while away from campus.

IISE CAREER CENTER

The Institute of Industrial & Systems Engineers hosts a [Career Center](#) with nation-wide job information for its members. IISE's resources include a [Job database](#) with opportunities across the United States and beyond, as well as a [Mentoring Board](#) to help experienced and new IISE members connect.

CAREER EVENTS

CC@E, the Career Center, and the UW chapter of IISE all host career events, from info sessions, to workshops, to career fairs.

- UW IISE events appear on the [IISE department calendar](#) and [IISE Facebook page](#)
- [College of Engineering career events](#)
- [Career Center events](#)

HANDSHAKE

Handshake is a free tool for UW students and alumni to search through hundreds of internship and job opportunities. [Log in to Handshake](#) to see all jobs, narrow your search, or filter by location, job type, etc. Upload your resume, cover letter, and unofficial transcripts to apply directly for jobs. You'll find up-to-date information about employers and which ones are interviewing on campus.

RESEARCH LABS AND CENTERS

BEHAVIORAL RESEARCH IN INFORMATION AND COMPUTER SECURITY (BRICS) LABORATORY

At the BRICS Lab, assistant professor Prashanth Rajivan and his research group are working on problems at the intersection of human factors and cyber security to understand the social and cognitive processes that people use to detect malicious signals online. This includes studying the cognitive processes associated with the detection of phishing emails and misinformation on social media platforms.

DISASTER DATA SCIENCE LAB

The Disaster Data Science Lab, led by Assistant Professor Youngjun Choe, is a group of data scientists and trainees who research how to leverage data to help others before, during, and after disasters.

HUMAN AND SYSTEMS (HAS) LAB

The HAS lab, led by Assistant Professor Ji-Eun Kim, is a research group devoted to investigating several areas within the fields of human performance modeling, neuroergonomics, and cognitive engineering, with a primary goal of designing work systems that better accommodate individual differences.

HUMAN FACTORS AND STATISTICAL MODELING LAB

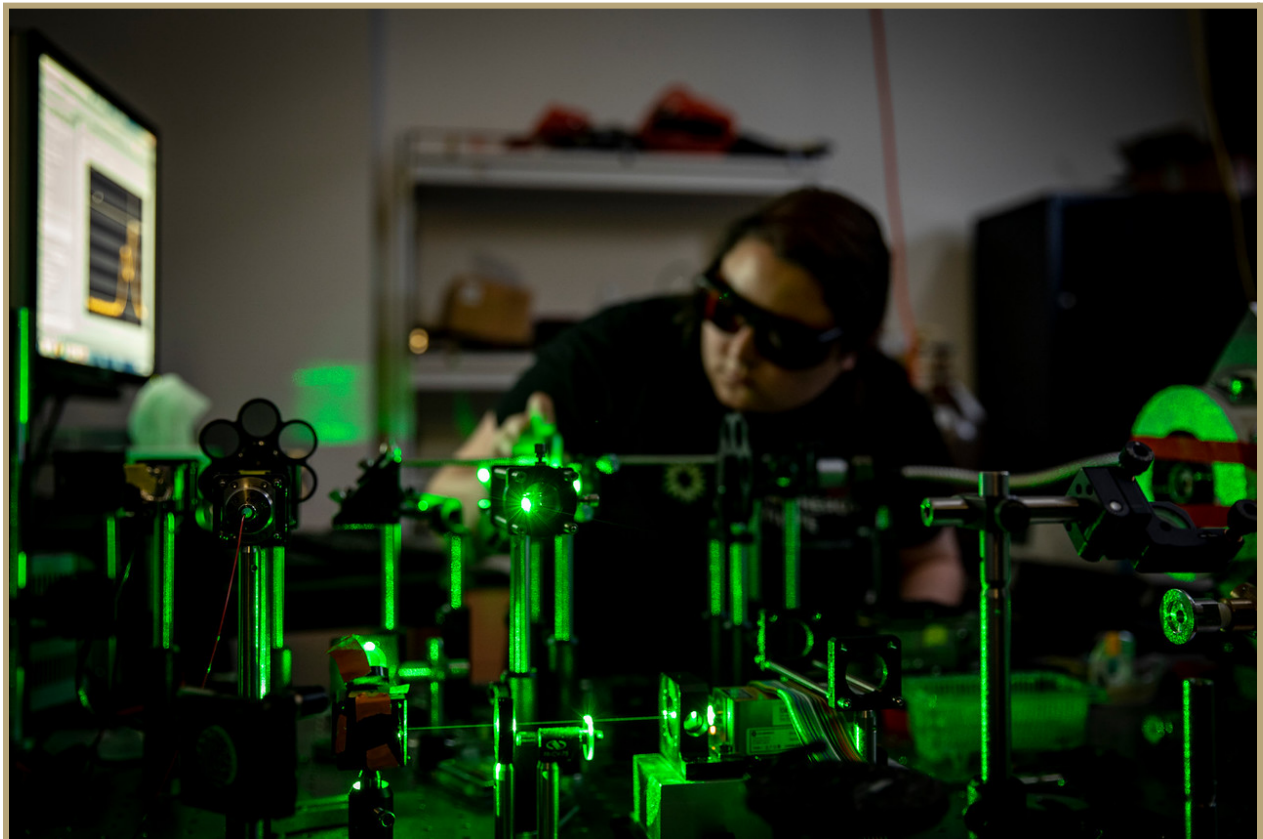
At the Human Factors and Statistical Modeling Lab, Professor Linda Ng Boyle's research emphasis is on investigating how people's behavior impacts their risks of injuries and mishaps. This includes exploring why drivers crash and why operator errors occur. Professor Boyle and her research assistants use a wide range of innovative analytical approaches to solve problems related to human factors and transportation systems.

SCALE-INDEPENDENT MULTIMODAL AUTOMATED REAL TIME SYSTEMS (SMARTS) LAB

Assistant Professor Ashis Banerjee serves as the Director of the SMARTS Lab. His research focuses on developing automated decision-making methods for cyber-physical systems to achieve optimal and robust performances.

TRANSPORTATION-HUMAN INTERACTION AND NETWORK KNOWLEDGE (THINK) LAB

Professor Cynthia Chen is the Director of the THINK Lab. The lab's research centers around the intersection between human behavior, the built environment, larger infrastructure systems and data science: searching for answers relating to society's sustainability and resilience.



INDUSTRIAL & SYSTEMS ENGINEERING CONTINUING STUDENT INDIVIDUAL DEVELOPMENT PLAN

Student's Name: _____

Date: _____

Estimated month and year of graduation ("TBD" if unsure): _____

The goal of the Individual Development Plan (IDP) is to ensure you are getting the most out of your doctoral program. While you are studying in ISE this will provide a roadmap that will help you obtain the skills and experiences needed for your career after the program.

While you are filling out your IDP remember to make your goals SMART: specific, measurable, achievable (actionable), relevant, and timely. For each goal, identify how you will accomplish it and the time by which the goal will be accomplished.

These goals will grow and evolve during your time in ISE. You will want to update this document every year as part of the annual review process.

1. Academic goals

- a. What PhD exams do you have remaining? What is your estimated timeline for completion of those milestones? (Qualifying, General Final)

- b. How many remaining credits do you have to complete? What courses do you plan to take in order to meet those requirements?

4. Personal goals outside of the program

a. Do you have a healthy work life balance with your doctoral program? If yes, how have you accomplished that? If no, what resources of support could help you?

b. Are there things you would like to accomplish this year unrelated to progressing in your PhD program?

5. How have you been funded over the previous year? Have you and your Faculty Advisor had an opportunity to discuss your funding for the coming year?

6. How would you rate your progress toward your PhD degree over the past year?

a. **Excellent:** I have exceeded the goals and expectations that I have set for myself. I am ahead of schedule or on track to complete my degree requirements.

b. **Good:** I am meeting the goals and expectations that I have set for myself. I am on track to complete my degree requirements.

c. **Mixed:** I have met some goals and expectations that I set for myself and struggled to meet others. I am experiencing delays in my progress to degree.

d. **Poor:** I have not met the goals and expectations that I set for myself. I am experiencing significant delays in my degree progress.

7. Faculty Advisor comments and suggestions:

8. Faculty Advisor feedback on funding plan for the coming year:

9. Faculty Advisor rating of progress towards PhD degree over the past year:

- a. Excellent:** The student is consistently exceeding expectations. They are on-track or ahead of schedule to complete their degree.
- b. Good:** The student is consistently meeting and sometimes exceeding expectations. They are on track to complete their degree requirements.
- c. Mixed:** The student sometimes meets expectations but not always. They may experience delays in their progress towards their degree.
- d. Poor:** The student consistently does not meet expectations. They are experiencing significant delays in their progress to degree.

If either the student or Faculty Advisor has any confidential feedback to give related to this review, you can contact isemengr@uw.edu with any questions, comments or concerns. Please be aware that your email will be shared with the ISE Graduate Program Coordinator.

Student Name (print)

Signature

Date

Reviewing Faculty Advisor (print)

Signature

Date