

Factor Assessment Template (Program)

Name of Institution: _____

Program Name: _____

Name & Email of *Department* Contact: _____

Name & Email of *Graduate School* Contact: _____

This assessment tool is designed to collect baseline information about the duration of existing policies, practices, and programs; AND those activities proposed for implementation in the Ph.D. Completion Project. If you submitted Pre-Project Assessments during Phase I, you are not required to submit Factor Assessment Templates.

Template Instructions:

1. Review the list of "Policies, Practices, and Programs" provided below (column 1)
2. Indicate or estimate the number of years each policy or practice has been in place at your institution or through your graduate school (column 2)
3. Indicate the policies or practices proposed for implementation in your institution and/or graduate school (column 3)

For EACH Policy, Practice, or Program*:

Policies, Practices, and Programs	Estimated # of years in place: (Scale = A - D) A = 0-2 Yrs B = 3-5 Yrs C = 6-9 Yrs D = 10+ Yrs	Proposed Policies, Practices, or Enhancements (Use an "X" to designate new activities)	Comments:
Admissions			
Pre-admission visits to graduate program			
Program completion data provided, in print or on website, for prospective students			
Selection criteria in addition to GPA and GRE scores employed			
Program information and requirements provided to admits			
Program-sponsored new graduate student orientation			
Other: <i>(please specify)</i>			
Other: <i>(please specify)</i>			
Advising, Mentoring, and Research			
Graduate program handbook			
Assignment of academic advisors by program			
Selection of academic advisors by student			
Workshops or seminars about selecting or switching advisors			
Progress evaluations before qualifying exams (written report and/or advisor/advisee discussion)			
Progress evaluations after qualifying exams (written report and/or advisor/advisee discussion)			
Web-based system for tracking student degree progress/milestones			
Research activities or lab rotations early in graduate career			
Workshops or seminars about teaching techniques or pedagogy			
Clear articulation of program expectations/academic milestones			
"Hint" or "tip" sheets for students about program completion			

For EACH Policy, Practice, or Program*:

Policies, Practices, and Programs	Estimated # of years in place: (Scale = A - D) A = 0-2 Yrs B = 3-5 Yrs C = 6-9 Yrs D = 10+ Yrs	Proposed Policies, Practices, or Enhancements (Use an "X" to designate new activities)	Comments:
Student travel grants for conference presentations, etc.			
Co-publication opportunities with faculty			
Full-time program graduate counselor			
Professional development workshops or seminars			
Conflict resolution programs, workshops, or materials			
Program ombudsman available to graduate students			
Faculty training or workshops on advising and student supervision			
Information about number of PhD's completed under advisors' supervision available to prospective and new students			
PhD completion data used by program in promotion and tenure recommendations			
Other: <i>(please specify)</i>			
Other: <i>(please specify)</i>			
Financial Support and Funding Structures			
Merit-based graduate fellowships/scholarships			
Merit-based graduate research or teaching assistantships/stipends			
Need-based graduate fellowships/scholarships			
Need-based graduate research or teaching assistantships/stipends			
Guaranteed multi-year support			
System to track student aid (e.g., web)			
Number of semesters students can teach limited			
Information about external fellowships for graduate students actively promoted/shared			
Mechanisms and programs to foster academic integration into graduate program of students on external fellowships (e.g. through required TA or RA appointments or program activities)			
Completion/attrition data used by program in allocation decisions			
Other: <i>(please specify)</i>			
Other: <i>(please specify)</i>			
Program Environment			
Formal and informal gatherings of faculty and graduate students			
Student/peer support groups encouraged or supported			
Lounge, mailbox, or office space for graduate students available			

For EACH Policy, Practice, or Program*:

Policies, Practices, and Programs	Estimated # of years in place: (Scale = A - D) A = 0-2 Yrs B = 3-5 Yrs C = 6-9 Yrs D = 10+ Yrs	Proposed Policies, Practices, or Enhancements (Use an "X" to designate new activities)	Comments:
Graduate students invited to serve on faculty committees			
Faculty-student discussions about graduate program encouraged			
Graduate student organization/group within program			
Orientation sessions for graduate advisors and program staff			
Other: <i>(please specify)</i>			
Other: <i>(please specify)</i>			
Administrative Processes and Procedures			
Goals for completion and/or attrition established			
Exit interviews of completers (and, where possible, non-completers) conducted by neutral party and results shared with faculty			
Person/group delegated responsibility for analysis/reporting of program completion/attrition data			
Student outcomes objectives established			
Periodic review of graduate program conducted			
Students involved in program evaluation			
Graduate student outcomes included in program evaluation			
Graduate student workshops held on topics related to completion			
Family Leave Policies/Family Services			
Personal/mental health/issues counseling			
Inter/intra program communication (chat rooms, etc)			
Milestone recognition: e.g. ceremonies for candidacy			
Review centralized tracking methods			
Assess impact of current and new interventions			
Create/enhance institutional database			
Survey faculty for perceptions about completion/attrition			
Survey alumni			
Other: <i>(please specify)</i>			
Other: <i>(please specify)</i>			

*** Not all policies, practices, and programs are recommended or advisable for every program or every institution. While many of the policies, practices, and programs listed may be conducive to Ph.D. completion in many programs, this is not intended as a prescriptive list for every institution.**

Please address questions about this form to Nathan Bell [telephone: (202) 461-3886; email: nbell@cgs.nche.edu]; for all general questions about the Ph.D. Completion Project, please contact: Robert Sowell [telephone: (202) 461-3854; email: rsowell@cgs.nche.edu].



FORD FOUNDATION