

DMIN 552 FORM A
Faculty File Review and Student Worksheet

Student: _____ Date: _____

Praxis Thesis Proposal Conference

This form is to be completed by the Committee Chair before the Praxis Thesis Seminar, well in advance of the Proposal Conference, distilling the basic information provided by the student's file about her or his academic progress. Assess the student's academic progress in the program. Completed forms are submitted to the Registrar for placement in the student's permanent file. If the Chair has serious reservations about the student's ability to successfully complete the program, the form is submitted to the Registrar and the D. Min. Director, who will investigate the matter further.

During the Proposal Conference, discuss the file review with the student. Afterward, *DMIN 552 Form A* will be placed back in the student's file. Students are invited to complete this form as a pre-conference worksheet for self-assessment, but the student's copy will not be placed in the student's file.

I. **ACADEMIC PERFORMANCE**
Strengths

Needs/Weaknesses

Additional Comments by the student and advisors (to be done in the conference):

II. **PROFESSIONAL FUNCTIONING**
Strengths

Needs/Weaknesses

Additional Comments by the student and advisors (to be done in the conference):

III. PERSONAL FACTORS
Strengths

Needs/Weaknesses

Additional Comments by the student and advisors (to be done in the conference):

IV. OTHER
Strengths

Needs/Weaknesses

Additional Comments by the student and advisors (to be done in the conference):

Signature of DMIN Committee Chair

Date

Signature of Committee Member

Date

Signature of Student

Date