

# Doctoral Student Progress Report Online (DS-PRO)

## What is DS-Pro?

- On-line process to create a permanent record of progress toward degree completion
- Complements and supports face-to-face advisement and mentoring
- Required annually for all PhD and PhD Bound students
- Enables doctoral students and professors at UT Arlington to collaboratively set goals, evaluate and provide feedback on progress
- All reports stored in a centralized, searchable database.

## Why DS-PRO Online?

- Improve quality and consistency of advisement for PhD students
- Clearly identify goals and expectations for students in PhD programs
- Improve accountability, tracking and student performance by creating annual expectations of communication levels between PhD student and mentor
- Ensure students receive clear feedback on their performance annually



## DS-PRO – Things to Know




- **Ds PRO MARK II** is BRAND NEW! Some functions will be slightly different.
- The system will prompt you with instructions each time you log in.
- Students and Advisors each have several parts to complete in the DS PRO process - these parts *alternate* between student and advisor.
- DS PRO is mandatory, however it is **NOT** a replacement for one-on-one advisement.
- Students should contact advisors directly when there is a DS PRO task that needs to be completed.

## DS-PRO Flow Chart –the order of steps

STEPS	Advisor	Student
1.	Add New Student	
2.	Review student's previous goals (if student used DS-PRO last year) & suggest current goals	
3.		Complete Graduate Schools' annual survey
4.		Evaluate previous goals (if DS Pro was used last year) & edit current goals suggested by advisor
5.	Confirm student evaluation of previous goals	
6.	Set current goals	
7.		Achieve your goals!

# DS-PRO – Advisor Instructions

What Advisors see:

DS-PRO Progress for		
<a href="#">History &gt;&gt;</a> <a href="#">Former &gt;&gt;</a>		
Professor - Part I	Review Previous Goals	 Not Applicable
	Suggest Current Goals	<input type="checkbox"/> <a href="#">Suggest &gt;&gt;</a>
Student	Survey	<input type="checkbox"/> Student's Responsibility
	Review Previous Goals	 Not Applicable
	Edit Current Goals	<input type="checkbox"/> Student's Responsibility
Professor - Part II	Confirm Previous Goals	 Not Applicable
	Set Current Goals	<input type="checkbox"/>

A highlighted box with a word ending with >> indicates what action you can take. The advisor must suggest goals to get to the next step in DS PRO






## DS-PRO – Advisor Instructions

- Instructions are provided each time you log in.
- Please be sure to select the **Former**>> button under the student's information if the student is off your list. If not, you will receive never-ending, reminder emails to set goals for this student!
- A list of traditional/common goals are provided for you in DS PRO. Do not select those that do not apply.
- You can add goals that are not in the list provided in DS PRO by using the "**Define your own custom goals**" link on the **Suggest Goals** page.
- Students and advisors do not have to agree on goals in order to set final goals. Any discrepancy will be recorded and **highlighted**.

# DS-PRO – Student Instructions

What Students see:

Your Tasks for 2013-2014		
Professor - Part I	Review Previous Goals	 Not Applicable
	Suggest Current Goals	<input type="checkbox"/> Professor's Responsibility; <b>Waiting for Professor</b>
Student	Survey	<input type="checkbox"/>
	Review Previous Goals	 Not Applicable
	Edit Current Goals	<input type="checkbox"/>
Professor - Part II	Confirm Previous Goals	 Not Applicable
	Set Current Goals	<input type="checkbox"/> Professor's Responsibility

This message means DS PRO is waiting for the professor to suggest goals. The Professor must complete this task before the student can complete required several actions. Once the student completes his/her tasks, the Professor confirms and finalizes all goals, ending the process.



## DS-PRO – Student Instructions

- Instructions are provided each time you log in.
- Please respond to our yearly survey as accurately as possible by selecting the **Respond** >> button.
- If you did not use DS PRO during the previous year, the task will be marked **Not Applicable**.
- A list of traditional/common goals are provided for you in DS PRO. If you would like to set a custom goal, please email your advisor. Only advisors may set custom goals.
- Students and advisors do not have to agree on goals in order to set final goals. Any discrepancy will be recorded and appear **highlighted in yellow**.