

## Chemistry Graduate Student Evaluation – Instructions for Completing Forms

### Preamble

Each graduate student should use this form to report his or her own progress to the Department. The student's Advisory Committee also uses this form at the Annual Evaluation Meeting.

### Instructions

DOC and PDF files for the Evaluation Form, the Student Activities Report, and the Research Update are posted on the Graduate Program's "forms" web page. Completed forms must be submitted to the Graduate Coordinator (staff) **at least two weeks prior** to the student's Evaluation Meeting. Forms completed by the student need only be signed by the student. The Graduate Coordinator will scan the forms, file them, and distribute them electronically to the student's committee.

Once the Advisory Committee has completed and signed its evaluation, the Research Director should obtain the signature of the student on the Committee's evaluation form, and the fully executed forms should be submitted to the Graduate Coordinator (staff) for filing.

If you choose to use the electronic DOC files provided on the Graduate Program web site to prepare your reports electronically, please do not adjust the fonts or the margins. Also, please ensure that one-page forms *remain* one-page forms.

### Definitions

Date of Evaluation: This is the date that the Advisory Committee holds its Evaluation Meeting.

Academic Performance. An assessment based primarily on the student's GPA and whether the student is making timely progress toward completing the courses in his or her Plan of Study (including the Literature Review and the Original Proposal courses, as appropriate).

Plan of Study. The POS is a list of courses submitted to the Graduate School before the initial evaluation in the spring of the student's first academic year. The POS represents a three-way agreement between the student, the Advisory Committee, and the Graduate School, that the courses listed in the POS provide the course background both sufficient and necessary to that student's degree program. The POS should be reviewed annually and may be changed during a student's degree program, subject to Advisory Committee approval, using the Graduate School's *Change of Plan* form.

Literature Review. This space should be checked if the student has passed the Literature Review course (i.e., he or she has completed the written portion of the Literature Review and Research Plan and the document has met Advisory Committee approval).

Original Research Proposal. This space should be checked if the student has completed the Original Proposal course (i.e., he or she has completed the written portion of the Original Research Proposal and the document has met Advisory Committee approval).

Copyright and Fair Use Checklist. In anticipation of preparing an Electronic Thesis or Dissertation (ETD), the student should be aware of guidelines for the "fair use" of copyrighted materials in their ETD. The following website has a printable checklist: <http://www.copyright.columbia.edu/fair-use-checklist>.

Research Progress. A subjective evaluation of the student's progress in his or her thesis or dissertation research. A "Good" rating indicates that the evaluator believes the current rate of progress will yield a successful dissertation within the normal departmental five-year assistantship support limit.

GTA Performance. The student's contributions to the departmental teaching mission. The evaluation is based on a report completed by the instructor of record for the course(s) in which the student provided service as a GTA, proctor, or grader.

Professional Activities and Interactions. May include active membership in a professional society, attendance at departmental, college, or university seminars, general leadership/service/outreach activities, and participation in departmental functions and university governance.

Strengths and Weaknesses. A subjective, verbal summary of perceived specific strengths and weaknesses that the student exhibits during the time leading up to the present evaluation.

Anticipated Progress. A summary of tasks or accomplishments (with attached timetable, if appropriate) to be completed *before the next evaluation*. In effect, this becomes a working agreement between the student and the committee and forms the basis of discussion for the next evaluation. Thus it is helpful if the listed tasks/accomplishments can be as specific as possible within the understandably unpredictable context of scientific research.

Suggestions for Improvement. Students should identify specific needs or items that would help improve their performance. Regardless of whether any specific weaknesses were noted in the "Strengths and Weaknesses" response field, the committee should provide constructive suggestions that can lead to enhanced performance. We assume that everyone can improve.

Student Activities Report. A two-page report prepared by the student prior to each Evaluation Meeting. The report comprises a one-page form (see below) and a one-page Research Update.

Research Update. A one-page report that describes the student's research progress, emphasizing progress that was made since the student's most recent evaluation.