**Graduate Student Evaluation Form for Previous Calendar Year:**

Student Name:       Advisor/Chair:

Year in Program (1st, 2nd, etc.):       Emphasis:

Date comps taken or to be taken:       Date of Proposal (if done):

*This form is intended to summarize your accomplishments in the past calendar year and indicate your plans for the coming year. Please complete, sign, and discuss this with your advisor, directly or by email. Continue on as many sheets as necessary.*

**Part 1: Student Self-Assessment**

*Academic accomplishments*:

*Conference and internal/informal presentations (if relevant)*:

*Research, academic, and other goals for the coming year, including milestones to be reached* (to be discussed with advisor/chair, and revised if necessary):

*If relevant, courses completed in the last year* (please include grades, which professor taught the course, and any comments you have on your performance):

*Planned coursework for next year* (if relevant):

*If relevant, Graduate or Teaching Assistantships* (describe and evaluate your performance):

**Part 2: Student expectations of advising/mentoring/Chair relationship**

Please provide me with feedback on what I can be doing to help you more, either with your progress through coursework, your preparation for comprehensive exams, preparing for the dissertation proposal, or working on your dissertation. Some ideas for what to consider when responding: What more can I, as your advisor/Chair, be doing to aid with your preparation and progress? For example, would you prefer more direction from me? More independence? How is your workload? Do you and I meet often enough? In general, what can I be doing a better job of to guide you in your research and to help prepare you for post-graduation?

**Part 3: Advisor/Chair Assessment of Student** (fill in blanks with descriptive comments)

**Research** (dissertation topic, ability to conduct quality research at a doctoral level, work ethic, overall progress)

[ ] \_Acceptable [ ] \_Needs Improvement [ ] \_Further Action Required

**Professionalism** (conduct, presentation skills, writing skills, communication skills, meeting deadlines, project management)

[ ] \_Acceptable [ ] \_Needs Improvement [ ] \_Further Action Required

**Educational Progress** (discuss as applicable: academic progress, career development, future goals)

[ ] \_Acceptable [ ] \_Needs Improvement [ ] \_Further Action Required

**Additional Comments:**

I have reviewed this document with my advisor and I have seen his/her comments

Student signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor/Chair signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*The self-evaluation portion of the form is due from the student to the advisor by January 15. The completed form is due from the advisor to the Program Director by February 15.*