Annual Graduate Student Evaluation and Checklist
Department of Earth and Planetary Sciences
University of Tennessee - Knoxville

THIS FORM IS DUE ON OR BEFORE AUGUST 31st

Do the following:
1) Complete this form electronically (except sections 2 and 3). Send the form to your advisor.
2) Your advisor will fill out Section 2, then send the form back to you, and you write Section 3.
3) Once all writing is done, and read, meet with your advisor to discuss the evaluation and any necessary pathway for improvement. Ask questions and respond to each other. The text can be modified, as needed.
4) If you have a concern about your meeting with your advisor(s) and your progress, you are encouraged to meet with your committee members to discuss a path forward to correct any problems or deal with conflicts.
5) Once you all agree on the evaluation, then everyone signs Section 1 of the printed copy to acknowledge receipt and that you have discussed the evaluation.
6) Add your CV and teaching evaluations with the signed form, and obtain the signature of the Director of Graduate Studies (DGS), Dr. Chris Fedo (Strong Hall 711).
7) Scan the hard copy and turn in the original to Melody Branch (Strong Hall 602F).
8) Keep a copy of the scanned form for your records and e-mail copies to your advisor and the DGS (cfedo@utk.edu). The e-mails should have the subject line: Annual Evaluation (Name, Year)

Fill the form out completely to the best of your ability for each question. Referring to an attached CV as an answer is unacceptable. If a category is not applicable, please type ‘NA’. Use whatever space is needed to complete this form. Note: only students who have completed at least one semester of coursework are required to complete this form.

1. Student information and signatures

Name of Student ___________________________________   E-mail: ________________________

Signature of Student: ________________________________ Date Signed ________________

Name of Advisor(s): ________________________________________________________________

Signature of Advisor(s): ________________________________ Date Signed ________________

Signature of DGS:   ___________________________________     Date Signed _________________
2. Advisor Evaluation

Indicate the appropriate line and provide supporting commentary (below) to support the rating:

If students had complications with their progress due to COVID-19 use sections 3 and 4.

☐ The student is excelling in multiple areas; keep up the good work.

☐ The student is making adequate to excellent progress in most areas.

☐ The student is making insufficient progress; significant adjustments in one or more areas are required.

☐ The student is not making adequate progress overall, potentially jeopardizing the completion of their degree.

3. Advisor Comments – Attach additional pages, if necessary

Include strengths, weaknesses, suggestions for improvement, etc. to balance the rating (above).

4. Student Response – Attach additional pages, if necessary

Address strengths, weaknesses, suggestions for improvement, etc., that are outlined above.

5. Cumulative Record

Check degree program: M.Sc. ☐ Ph.D. ☐

Date of enrollment in program (semester/year): ______/_______

Note any approved leave:
Thesis/Dissertation Committee (to be formed in the first year with meetings at least annually)
Committee members (3 minimum for M.Sc., 4 minimum for Ph.D.):

Note: Ph.D. students must have at least one committee member from another academic unit

1. Name ___________________________  Dept./Affiliation ______________________
2. Name ___________________________  Dept./Affiliation ______________________
3. Name ___________________________  Dept./Affiliation ______________________
4. Name ___________________________  Dept./Affiliation ______________________
5. Name ___________________________  Dept./Affiliation ______________________

Please consider how the items with an * might be impacted by COVID-19 for Section 7

Dates of annual committee meetings (month/year) *
List from earliest to most recent:
1. 
2. 
3. 
4. 

Assistantships received
List by Academic Year, Type (GTA, GRA), Source (Department, other/specific)

Outline your schedule for the following
Provide planned or actual dates (semester/year):

- Completion of relevant training (chem safety, bio, rad, COVID19, etc.)
  Provide list of current training here:

- Completion of Mandatory Reporter Training, Office of Title IX
  (Canvas Training: https://titleix.utk.edu/graduate-student-online-training/)

- Committee acceptance of thesis/dissertation proposal *
  (2nd semester for M.Sc. students, 3rd or 4th semester for Ph.D. students)

  Date of acceptance of thesis or dissertation proposal *
Completion of required coursework

Completion of preliminary candidacy exams for Ph.D. students *
   (3rd semester for students with an M.Sc. degree; otherwise 4th semester)

Date of submission of Admission to Candidacy form *
   (after completion of coursework for M.Sc. students; after completion
   of coursework & Preliminary Exam has been passed for Ph.D. students)

Date of defense scheduled through Graduate School *
   (after at least 1 paper has been published for Ph.D. students)

Publications (published, in press, accepted, or submitted; list in order
   from most recent, including all published in the past year) *

Oral and poster presentations at professional meetings and other forums *
   (list in order from most recent)

Academic Awards

6. Coursework:

Mandatory: Attach a photocopy/pdf of your unofficial graduate transcript

Indicate which courses you are currently taking, and any planned for next semester
   (provide course number, course title, semester/year) *
List all of the 600-level seminar courses you have taken, or are currently taking (provide course number, course title, semester/year)

Have you taken GEOL 596? (should be taken in your 2nd or 3rd semester; respond with a “YES” or “NO” and provide semester/year when taken or planned)

Have you met the committee-approved “field experience” requirement? * 
(if YES, then provide details; if NO, then indicate how and when this requirement will be met)

7. Activities over the past year – Attach additional pages for more space, as needed

Teaching (list all lab sections taught and/or guest lectures given) *

Student evaluations (attach a photocopy/pdf of your teaching evaluations, available from TNVoice (, previously SAIS, https://oira.utk.edu/tnvoice/)

Research (list major accomplishments, data collection activity etc.) *

Grant applications, proposals submitted, funding received * 
(list the agency, award type, date, duration, amount, status)

Other employment, student activities/representation, etc. * 
Add additional page for the following information:

Explain any complications or set-backs to your progress due to COVID-19
Add additional page for the following information:
If you received a ‘Student is Not Making Adequate Progress’ in your review last year, indicate specifically what you have done to address the issues of concern.

8. Planned activities for the next academic year (including summer)
Describe your plans for teaching, research, publishing, funding, meetings/presentations, including any relevant dates/deadlines. Include the impacts that COVID-19 might have.