

# Annual Graduate Student Evaluation and Checklist

Department of Earth and Planetary Sciences  
University of Tennessee - Knoxville

**THIS FORM IS DUE ON OR BEFORE AUGUST 31<sup>st</sup>**

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 you 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. Annette Engel (Strong Hall 713).
- 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 (aengel1@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 \_\_\_\_\_

\_\_\_\_\_ Date Signed \_\_\_\_\_

Signature of DGS: \_\_\_\_\_

Date Signed \_\_\_\_\_

## 2. Advisor Evaluation

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

- 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	<input type="text"/>	Dept./Affiliation	<input type="text"/>
2.	Name	<input type="text"/>	Dept./Affiliation	<input type="text"/>
3.	Name	<input type="text"/>	Dept./Affiliation	<input type="text"/>
4.	Name	<input type="text"/>	Dept./Affiliation	<input type="text"/>
5.	Name	<input type="text"/>	Dept./Affiliation	<input type="text"/>

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/specify)

**Outline your schedule for the following**

Provide planned or actual dates (semester/year):

	<u>Planned</u>	<u>Actual</u>
– Completion of all relevant safety training (chemical, bio, radiation etc.) <i>Provide list of training here:</i>	<input type="text"/>	<input type="text"/>
<input style="width: 100%; height: 50px;" type="text"/>	<input type="text"/>	<input type="text"/>
– Completion of Mandatory Reporter Training <a href="https://titleix.utk.edu/2017/09/25/mandatory-reporter-training-for-ut-employees/">(https://titleix.utk.edu/2017/09/25/mandatory-reporter-training-for-ut-employees/</a> for details)	<input type="text"/>	<input type="text"/>
– Committee acceptance of thesis/dissertation proposal <i>(2<sup>nd</sup> semester for M.Sc. students, 3<sup>rd</sup> or 4<sup>th</sup> semester for Ph.D. students)</i>	<input type="text"/>	<input type="text"/>

**Date of acceptance of thesis or dissertation proposal**

– Completion of required coursework

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

**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 2<sup>nd</sup> or 3<sup>rd</sup> 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, provide details; if no 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 the SAIS evaluations for labs that you taught)

**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:

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