Annual Committee Meeting and Assessment

The Biological Sciences policy is intended to fulfill the Graduate College requirements (see previous page) while maintaining our usual policy of annual meetings. The annual evaluation process includes the following components:

1. Student’s self-assessment of the previous year’s progress.
2. An annual meeting that includes the student, the advisor, and at least two other members of the committee.
3. A written committee assessment of student progress.
4. Independent post-meeting comments, when necessary, from the advisor and at least two committee members.
5. Opportunity for the student to meet with the DGS, associate DGS, or Department Head, and/or submit a written response to the committee report.

1. The completed Student Self-Assessment form should be sent to the committee prior to the annual meeting. This form provides students the opportunity to highlight their progress over the previous year toward coursework completion, research activities, and thesis preparation, as well as recent and upcoming professional activities. Not all items on the assessment form will apply to all students.

2. The student will schedule a meeting with the advisor and committee during the academic year. Preferably all members of the committee will be in attendance, but at least two members, in addition to the advisor, must be present. The advisor and committee are likely to have requirements in addition to the Student Self-Assessment; these typically include an oral presentation, and/or a written progress report to be presented at the annual meeting.

3. Following the meeting, the committee will fill out the Committee Assessment form. An alternative evaluation form is provided as an option for first-year students; the advisor will provide guidance about which form to use.

4. The advisor and at least two additional committee members should independently complete a brief Post-Meeting form. This provides individual committee members an opportunity to raise issues that did were not adequately discussed at the meeting. If there no additional issues, evaluators may note that on the form.

5. Students will read and sign the Committee Assessment and Post-Meeting forms. The signature verifies that the student has read the forms, and does not necessarily indicate agreement with the content. Students have the option to discuss the assessment with the DGS, or associate DGS, or Department Head; and/or students may formally respond to the assessment in writing. Signed copies of all forms should be submitted to their research group coordinator.
Annual Graduate Student Review
Student Self-Assessment

Name ____________________________________

Signature/Date_________________________________

Degree sought __________ Year of entry _________

Area of specialization __________________________________________

Committee members - indicate chair, advisor (if different from chair), and outside member(s)

(1) ________________________________________

(2) ________________________________________

(3) ________________________________________

(4) ________________________________________

(5) ________________________________________

(6) ________________________________________

M.S. students

Expected date of thesis defense ________________________

Ph.D. students

Preliminary exam completed or expected _______________________

Expected date of dissertation defense ________________________

Teaching assignments over the past year

Course ________________ Semester _____________ Instructor ___________________

Course ________________ Semester _____________ Instructor ___________________
Student Self-Assessment (continued)

Coursework

1. Other than BioS 598/599, have all coursework requirements been completed? _________ If yes, skip to Honors and Awards.

2. Courses in progress (excluding BioS 599)

3. Planned courses for the next two semesters (excluding BioS 599)

4. With respect to coursework, do you have any specific issues or concerns you would like to address with your mentor and/or other committee members?

Honors and Awards

1. Funding – list any independent funding you have applied for over that past year, and note whether it was awarded, and the amount.

2. List any other research-related awards and recognition from the past year.
Student Self-Assessment (continued)

Research

1. Briefly summarize your research progress over the past year. Where relevant, include accomplishments related to project design, fieldwork, lab work, data analysis/interpretation, publication, and thesis preparation. (If you have submitted a separate, detailed research progress report at the request of your committee, you may leave this blank and skip to question 2.)

2. Did your progress over the last year meet, exceed, or fall short of your own personal expectations and goals?

3. Have you encountered any unexpected difficulties with your research that you would like to discuss with your committee at your annual meeting?
Student Self-Assessment (continued)

Professional Activities

1. Dissemination of results over the past year – including attendance at conferences; contributed or invited talks or posters; manuscripts prepared, submitted, or accepted/published.

2. Service activities over the past year – including manuscript review, service on UIC or Departmental committees or organizations, service in professional societies, public outreach.
## Annual Graduate Student Evaluation
### Committee Assessment

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature / Date</th>
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<tbody>
<tr>
<td>Advisor</td>
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<tr>
<td>Committee Member</td>
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<td>Committee Member</td>
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| Thesis Topic: | |

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<tr>
<th></th>
<th>Strong</th>
<th>Adequate</th>
<th>Needs work</th>
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<tbody>
<tr>
<td>1. Understanding of thesis issues and hypotheses</td>
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<td>2. Familiarity with pertinent literature</td>
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<td>3. Critical thinking about problem and approach</td>
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<td>4. Quality and quantity of experimental work</td>
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<td>5. Clarity of presentation</td>
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<td>6. Overall rating</td>
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</table>

**Specific problems:**

**Suggestions:**

**Expected time to completion:** ________________________________________

______________________________  ________________________
Student Signature                              Date

Signature indicates that the student has read the evaluation, and does not indicate agreement or disagreement with the content. Students have the option to meet with the DGS, associate DGS, or Department Head to discuss the assessment, and/or submit a written response to the department.
First-Year Graduate Student Evaluation
Committee Assessment
(The regular annual assessment form might be appropriate for some first-year students; check with advisor.)

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<thead>
<tr>
<th>Name</th>
<th>Signature / Date</th>
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<tbody>
<tr>
<td>Advisor</td>
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<tr>
<td>Faculty evaluator</td>
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<td>Faculty evaluator</td>
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MCDB: first-year faculty evaluators are the Research Group and Program Area coordinators.

<table>
<thead>
<tr>
<th>1. First year coursework*</th>
<th>Satisfactory</th>
<th>Needs work</th>
<th>Unsatisfactory</th>
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<tbody>
<tr>
<td>2. Laboratory Work / Fieldwork / Research:</td>
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<tr>
<td>a. Effort</td>
<td></td>
<td></td>
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<tr>
<td>b. Lab meetings</td>
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<tr>
<td>c. Reads the literature</td>
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*Satisfactory coursework: the student has met the Graduate College minimum requirement of 3.0 GPA.
Needs work: additional course work is necessary to bring the GPA up to the minimum requirement
Unsatisfactory: it is not recommended that the student continue as a Ph.D. candidate

**Comments:**
Course work:

Laboratory Work / Fieldwork / Research

Student Signature __________________________ Date __________

Signature indicates that the student has read the evaluation, and does not indicate agreement or disagreement with the content. Students have the option to meet with the DGS, associate DGS, or Department Head to discuss the assessment, and/or submit a written response to the department.
Annual Graduate Student Evaluation
Post-Meeting Form

This should be filled out by the advisor and at least two committee members.

Student __________________________________________________

Advisor / Committee Member __________________________________

Signature/Date_______________________________

Are there any problems or challenges faced by this student that you feel were not fully addressed at the meeting?

_____________________________________________________ ____________________
Student Signature                                                                                             Date

Committee meetings tend to focus on problem-solving, so things that are going well might receive limited discussion. Would you like to highlight any of the student’s successes and accomplishments that were not emphasized at the meeting?

Student Signature                                                                                             Date

Signature indicates that the student has read the form, and does not indicate agreement or disagreement with the content. Students have the option to meet with the DGS, associate DGS, or Department Head to discuss these comments, and/or submit a written response to the department.