

Graduate Student Annual Evaluation and Checklist

Department of Earth and Planetary Sciences
University of Tennessee - Knoxville
2015/2016 Academic Year

THIS FORM IS DUE ON OR BEFORE AUGUST 31st

Do the following:

- 1) Complete the form electronically (leaving sections 2-4 blank) and send it to your advisor for review.
- 2) Meet with your advisor and have him/her complete the form electronically, print it, and sign it.
- 3) Sign the first page of the printed copy to acknowledge receipt and that you have had an opportunity to discuss the evaluation with your advisor, ask questions, and respond.
- 4) Obtain the signature of the Director of Graduate Studies (DGS), Dr. Edmund Perfect (EPS 210).
- 5) Scan the signed hard copy and turn in the original to Melody Branch (EPS 306A).
- 6) Keep a copy of the scanned form for your records and e-mail copies to your advisor and the DGS, Dr. Edmund Perfect (eperfect@utk.edu). The e-mails should have the subject line: ***EPS Graduate Student Evaluation (last name, first 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

Initial the appropriate line:

_____ Student is making Satisfactory/Adequate Progress

_____ Student is Not Making Adequate Progress

3. Advisor Comments

Include strengths, weaknesses, suggestions for improvement etc.

4. Student Response

Optional

5. Cumulative Record

Check degree program: M.Sc. _____ Ph.D. _____

Date of enrollment in program (month/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.):

- | | | |
|----|------------|-------------------------|
| 1. | Name _____ | Dept./Affiliation _____ |
| 2. | Name _____ | Dept./Affiliation _____ |
| 3. | Name _____ | Dept./Affiliation _____ |
| 4. | Name _____ | Dept./Affiliation _____ |
| 5. | Name _____ | Dept./Affiliation _____ |

Note: Ph.D. students must have at least one committee member from another UTK department

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 actual or planned dates (semester/year):

Actual **Planned**

- | | | |
|---|-------|-------|
| – Completion of required coursework, including GEOL 596 | _____ | _____ |
| – Committee acceptance of thesis/dissertation proposal
(2 nd semester for M.Sc. students, 3 rd or 4 th semester for Ph.D. students) | _____ | _____ |
| – Completion of preliminary candidacy exams for Ph.D. students
(3 rd semester for students with an M.Sc. degree; otherwise 4 th semester) | _____ | _____ |
| – Taken all relevant safety training (chemical, bio, radiation etc.) | _____ | _____ |
| – Completion of primary data collection | _____ | _____ |
| – Completion of data analysis | _____ | _____ |

Date of submission of Admission to Candidacy form for Ph.D. Students

(3rd semester for students with an M.Sc. degree; otherwise 4th semester)

Date of defense scheduled through graduate school**Date of acceptance of thesis or dissertation proposal****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: Attach a photocopy/pdf of your graduate transcript (mandatory)

Indicate which courses you are currently taking, and any planned for next semester

Provide course number, course title, and semester/year

List all of the 600-level seminar courses you have taken, or are currently taking

Provide course number, course title, and semester/year

Have you taken GEOL 596?

Respond with a “yes” and date taken, semester/year, or “no” and planned date, semester/year

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

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, and status

Other employment, student activities/representation, etc.

If you received a ‘Student is Not Making Adequate Progress’ in your last review, 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