

GRADUATE STUDENT EVALUATION FORM-2013

INSTRUCTIONS TO GRADUATE STUDENTS:

- a. Please fill out Section One of this form. Answer all questions for any graduate work done during the **2013 calendar year** (January 1–December 31, 2013). **Do not sign it yet!**
- b. After completing Section One (pages 1–3), have your Major Advisor and other Advisory Committee members sign Section Two (page 4).
- c. **After** your Major Advisor and Advisory Committee members have completed Section Two, discuss their evaluation of your progress with your Major Advisor and **then** sign and date Section Three (page 5).
- d. Return the completed form to the Graduate Secretary (Carol Espinosa, Biology Room 112) as soon as possible but no later than **Friday January 31, 2014**.

SECTION ONE: TO BE COMPLETED BY THE GRADUATE STUDENT

ALL GRADUATE STUDENTS ANSWER THE FOLLOWING QUESTIONS:

1. Graduate Student Name: _____

2. Current e-mail address: _____

3. Major Advisor: _____

4. Current financial support: TA RA Other

5. **Current** Degree Program: Non-thesis M.S. Thesis M.S. Ph.D.

Field: Biology Microbiology Zoology Other

6. Started **current** degree program at TTU:

Semester: Spring Summer Fall Year: _____

7. Expected graduation date:

Semester: Spring Summer Fall Year: _____

8. Have you formed your Advisory Committee? Yes No

If YES, when was your last Advisory Committee meeting (month and year)? _____

9. Have you filed a Degree Plan with the Graduate School? Yes No

10. Did you receive any scholarships, fellowships, travel grants, or other research awards this year (excluding teaching and research assistantships)?

Yes No

If YES, please list the name of each award and the organization that presented it to you in the following box (continue on a separate sheet if necessary).

THESIS M.S. AND PH.D. STUDENTS ONLY ANSWER THE FOLLOWING QUESTIONS:

11. Has your Research Proposal been approved by your Advisory Committee and the cover page filed with the Graduate Secretary?

Yes No

12. Did you present any of your research at one or more regional or national scientific meetings this year?

Yes No

If YES, please provide the authors, abstract title, and the name and date of the meeting where your research was presented in the following box (continue on a separate sheet if necessary).

13. Excluding abstracts, did you have one or more peer-reviewed manuscripts, book chapters, etc. published or accepted for publication this year?

Yes

No

If YES, please provide a full citation for each publication in the following box (continue on a separate sheet if necessary).

PH.D. STUDENTS ONLY ANSWER THE FOLLOWING QUESTION:

14. Have you passed your Qualifying Examination?

Yes

No

**SECTION TWO: TO BE SIGNED BY THE MAJOR ADVISOR AND
OTHER MEMBERS OF THE ADVISORY COMMITTEE
(IF FORMED)**

INSTRUCTIONS TO MAJOR ADVISORS:

- a. Please review the information completed in Section One and then sign this form below.
- b. Make sure the other members of the Advisory Committee (if one has been formed) have signed it.
- c. Discuss the evaluation with the graduate student and then have him or her sign it (Section Three).

NOTE: The graduate student is responsible for obtaining the signatures of all members of his or her Advisory Committee (except for off-campus members who are not readily available).

Based upon all information now available to me, I am satisfied with the progress that this student is making towards the completion of his or her degree program.

Major Advisor: I also affirm that this student's research progress has been sufficient to warrant the awarding of a teaching assistantship and/or other departmental financial support.

Signature of Major Advisor: _____

Other Committee Members: _____

If you are NOT satisfied with the progress of this student, please be prepared to discuss your concerns with the Major Advisor and graduate student in order to develop a corrective course of action.

SECTION THREE: TO BE SIGNED AND DATED BY THE GRADUATE STUDENT

By signing this evaluation form, I certify that all of the information I have provided in Section One and on any attachments is correct. I also acknowledge that I have seen the completed form and discussed the evaluation of my progress with my Major Advisor, whether I agree with it or not.

Signature: _____

Date: _____