

## **SECTION 5: ANNUAL GRADUATE STUDENT EVALUATION**

### **I. GENERAL INFORMATION**

All graduate students in the Plant Biology Program are evaluated annually. Submission of an Annual "*Student Progress Report*" is essential for remaining in good academic standing.

The annual Progress Report provide the student, Guidance, Thesis, or Dissertation Committee members, and Graduate Advisor the opportunity to assess the student's accomplishments and whether progress toward the degree is being made in a timely manner. The report assesses course work, TAs, BPSC 250 presentations, and research productivity. The report also captures elements of professional development and leadership.

The annual progress report is due during the Spring quarter. A reminder about the necessity of the annual meeting will be provided to both graduate students and major professors.

### **II. ANNUAL MEETING WITH GUIDANCE, DISSERTATION OR THESIS COMMITTEE**

#### **A. MEETING FREQUENCY AND TIME**

Students *must meet* at least once per year with their Major Professor and Guidance, Thesis, or Dissertation Committee to prepare the annual report. These Committees can meet more frequently if needed to assure the student's timely progression to the degree.

The *Student Progress Report* should be completed *during or within two weeks* after a face-to-face meeting between the student and *all* members of his/her Guidance, Thesis, or Dissertation Committee.

Committees should meet during the Winter or Spring quarters. The meeting can involve Skype if necessary. The *only* Committee members who do not need to be present are those who are on sabbatical. If a faculty member on sabbatical cannot make the annual meeting, indicate this on the *Student Progress Report* form.

#### **B. MATERIALS TO BE SUBMITTED TO GRADUATE ADVISOR**

Two documents must be submitted to complete the Annual evaluation of student performance:

- *Student Progress Report*
- Up-to-date one-page summary of research progress to date, work remaining to complete the degree and plans for completing the research and degree

The Graduate Advisor must approve the completed *Student Progress Report* and research summary for the student to remain in good academic standing.

#### **C. STUDENT RESPONSIBILITIES FOR THE ANNUAL MEETING.**

- Students should contact members of their committee three to four weeks in advance of the report deadline and arrange for a meeting time.
- Students must reserve a conference room for the meeting.
- One week prior to the annual meeting, students should provide committee members the one-page summary of research progress.
- Students should fill out the data for the first page of the *Student Progress Report* prior to the meeting and bring the *Report* to the meeting.
- Students should prepare a short but informative presentation his/her coursework and research progress to date, work remaining to complete the degree, and plans for completing the research and degree.

- If there are reasons for slow progress or impediments to timely degree completion, they should be discussed in this meeting.

It is to the student's advantage to have all members of the Committee present at this meeting. Student's must plan ahead to assure this is possible. If the travel plans of faculty do not allow a meeting with the full Guidance, Thesis, or Dissertation Committee, it is possible to obtain a due-date extension from the Graduate Advisor (Linda Walling; x2-4687; [linda.walling@ucr.edu](mailto:linda.walling@ucr.edu); Genomics 3107A).

#### **D. MAJOR PROFESSOR AND COMMITTEE MEMBER RESPONSIBILITIES**

- The Major Professor should organize his/her thoughts about the student's research discoveries, work habits, and progression toward the degree. His/her in-depth knowledge may be needed to complement the Committee members' knowledge of the student.
- The Major Professor and Committee members will fill out the Evaluation Section of the *Student Progress Report*. This section documents research progress and provides recommendations for the future.

#### **E. GRADUATE ADVISOR RESPONSIBILITIES**

- Graduate Advisor will announce the call for the annual progress reports.
- Graduate Advisor will read reports and have follow up with conversations with students in difficulty.
- Graduate Advisor will notify students who are not making acceptable progress toward the degree.

#### **F. STANDARDS FOR MAKING ACCEPTABLE PROGRESS TOWARDS DEGREE OBJECTIVE**

##### **1. Definition of Normative Time.**

Students must be making acceptable progress toward their degree objective. By Graduate Council definition, students are expected to finish their Ph.D. in a total of five years, which is considered normative time. For most Master's students, acceptable progress is represented by enrollment for not more than two years.

Students beyond normative time plus one year (total of six years for the Ph.D., three years for the M.S.) will not be considered by the Department for any financial support and priority for TAships is lowered.

##### **2. Criteria for making acceptable progress.**

Acceptable progress towards the degree objective is determined by evaluating:

- Progress towards completing required coursework as outlined on the student's Course Plan.
- Evidence of research achievement, which may include publications or presentations authored or co-authored by the student and the awarding of grant support for their research.
- Successful completion of Qualifying Examinations (written and oral) by the end of their second year in the Ph.D. program. When this is not the case, the Progress Report should state why this has not been possible.

- Submission and revision of the Ph.D. candidate's research proposal to the Dissertation Committee within three months of the date that the Qualifying Examination was passed.

#### IV. FORM: "**STUDENT PROGRESS REPORT**"

The *Student Progress Report* is located in this section of the manual and can be printed for use. This form will be sent to students and major professors when the call for Progress Reports is announced. This form can be accessed at the Program's website (<http://www.plantbiology.ucr.edu/current.html> ) or a copy can be obtained from the Staff Student Affairs Officer (Deidra Kornfeld).

**PLANT BIOLOGY GRADUATE PROGRAM**  
**STUDENT PROGRESS REPORT FOR ACADEMIC YEAR 2011-12**

**Instructions:**

*NOTE:* It is recommended that this form is filled out as a Word document. This enables students to easily update relevant information annually.

- The following report should be filled out during or within **2 weeks** after a face-to-face meeting between the student and all members of his/her Guidance, Thesis, or Dissertation Committee.
- Committees should meet between **January to May of 2012**. The meeting can involve Skype if necessary. The only Committee members who do not need to be present are those who are on Sabbatical leave.
- At the annual meeting, the student should present his/her coursework and research progress to date, work remaining to complete the degree, and plans for completing the research and degree. A one-page summary of the research portion of that presentation should be attached to this report, including a brief statement of career goals.
  - The student should provide this one week prior to the Annual Progress meeting.
- Students should provide/update the information on this form annually. They should fill in all sections in the *Program Requirements* and *Professional Development and Evidence of Leadership* sections.
- The Committee will fill in the *Evaluation of Student Progress* portion of this form in the annual meeting.
  - This can be hand-written.
- At the end of the meeting, the student and Committee members must sign this report. Please indicate if any of the Committee members are on sabbatical and did not participate in this meeting (signature lines).
- The student should retain one copy of this form and provide signed copies to Committee members (hardcopy or electronic scan of signed copy).
- **Due:** Original signed form should be submitted to the Plant Biology Student Academic Officer, Deidra Kornfeld (BH1140), 5:00 pm Monday, May 21, 2012.

**PLANT BIOLOGY GRADUATE PROGRAM**  
**STUDENT PROGRESS REPORT FOR ACADEMIC YEAR 2011-12**

Student Name \_\_\_\_\_

Date of 2012 Guidance, Thesis, or Dissertation Committee Meeting \_\_\_\_\_

**PROGRAM REQUIREMENTS:** (To be updated and completed by student)

Planned date for next meeting: \_\_\_\_\_  
(Students are required to meet with their Committee AT LEAST annually)

Qtr/Year Admitted \_\_\_\_\_ Qtr/Year TAST or SPEAK test passed \_\_\_\_\_

Program/Concentration \_\_\_\_\_

Major Area \_\_\_\_\_ Minor Area 1 \_\_\_\_\_  
Minor Area 2 \_\_\_\_\_

Date of Passing Qualifying Exam \_\_\_\_\_ Date Degree Expected \_\_\_\_\_

Date Research Proposal Submitted to Dissertation Committee \_\_\_\_\_  
(Due within 6 weeks of passing the qualifying examination.)

Dissertation or Thesis Title \_\_\_\_\_

Date of 250 seminar presentation (Ph.D. and M.S. Plan I only): \_\_\_\_\_

Coursework completed:

Coursework remaining:

TA Experience: \_\_\_\_\_

Do you expect to request a TAship in the 2012-13 academic year? \_\_\_\_\_

Which quarters would you like to be a TA?  Fall  Winter  Spring

Student's progress report attached? \_\_\_\_\_

**Has the student participated in Research Conduct Training? (If so, list training events and dates.)**

**PROFESSIONAL DEVELOPMENT AND EVIDENCE OF LEADERSHIP** (To be completed by student)

Have you submitted or received a fellowship, scholarship or grant? (If so, provide, submission/funding date, amount, agency, title of award, names of PIs if collaborative)

Did you make any research presentations? (If so provide, name of meeting, title of talk/poster, authors, date, place)

Did you publish an abstract, manuscript, book chapter, or review? (If so, provide complete bibliographic information and indicate if this was peer-reviewed)

Did you receive a travel award(s) from UCR or other sources? (date, organization, amount of travel award)

Did you receive any honors? (date, organization, name of award)

Have you served in any leadership role? (GSA leadership, Committee service, service to professional society, outreach to K-12 schools or community colleges, etc)

Have you mentored other graduate students or undergraduates? (If so, list student names and period of training).

Do you have other professional accomplishments about which you would like the Program to know?

**EVALUATION OF STUDENT PROGRESS** (Completed by Guidance, Thesis or Dissertation Committee)

Please consider the student's stage in the graduate program.

**Use the Numerical Grading Scheme where: 1 = Excellent; 2 = Very Good; 3 = Good; 4 = Satisfactory; 5 = Needs Improvement; 6 = Unsatisfactory; NA = Not Able to Evaluate**

|                      |  |                     |                     |                |
|----------------------|--|---------------------|---------------------|----------------|
| Background Knowledge | Understanding of the experimental system | Motivation / effort | Experimental skills | Progress       |
| Critical thinking    | Quality of Presentation                  | Quality of Report   | Creativity          | <b>Overall</b> |

1. Are there any concerns about the project?

2. Are there any concerns about the student?

3. Have concerns/recommendations from previous meeting(s) been addressed?

4. Specific recommendations of Committee to student:

**PRINT NAMES and PROVIDE SIGNATURES.** (Indicate if committee member is on Sabbatical leave)

\_\_\_\_\_  
Student \_\_\_\_\_ Date

\_\_\_\_\_  
Major Professor and Chair, Guidance, Thesis, or Dissertation Committee \_\_\_\_\_ Date

\_\_\_\_\_  
Member, Guidance, Thesis, or Dissertation Committee \_\_\_\_\_ Date

\_\_\_\_\_  
Member, Guidance, Thesis, or Dissertation Committee \_\_\_\_\_ Date

\_\_\_\_\_  
Graduate Advisor \_\_\_\_\_ Date

cc: Major Professor; Guidance; Thesis, or Dissertation Committee Members; Graduate Advisor (Signatories); Student; Graduate Division; Student File