

Student Name: _____ **Program:** _____

Advisor Name: _____

Semester: _____ **Year:** _____ **Year in Program:** _____ (i.e. 1st, 2nd, etc.)

Faculty Advisor – this form is required in addition to the online submission of grades through PeopleSoft.

Thank you for hosting a student for laboratory research. The Graduate School allows an assignment of Satisfactory (S) or Unsatisfactory (U) for research grades. This form is designed to provide guidance in the criteria for a successful research grade. It will also allow the faculty advisor to provide valuable feedback on student performance. This form should be provided to students at the beginning of the semester, along with clear expectations for project success. **Students are required to make certain that their advisor emails a completed form by the last day of final exams. The form must be emailed to the Track Director for first year students, and additionally to the program director for students in their 2nd year and beyond.**

Please evaluate the student's performance in the quality measures listed below, choosing only one point from each row (see attached for detailed description of grade rubric). Submit any confidential comments separately.

	Not Applicable	Unacceptable	Needs Improvement	Average	Above Average	Excellent
Quality of work						
Effort/Work ethic						
Acquired knowledge						
Ability to work independently						
Communication						
Creativity						
Maturity						
Laboratory skills						

On a separate page, please answer the following questions:

1. Please explain the assignment of “Unacceptable” or “Excellent” in a given quality category.
2. Note any student awards, achievements, special accomplishments, publications (abstracts and full publications), and presentations.
3. General comments (Advisor).
4. Student Goals for the Future.

ASSIGNED GRADE: _____ S _____ U

STUDENT: _____ I AGREE _____ I DO NOT AGREE with this evaluation.

SIGNATURES: (signature by student does not signify agreement with evaluation):

Research Advisor: _____ Date: _____

Student: _____ Date: _____

GRADING RUBRIC FOR RESEARCH GRADES FOR WHICH U/S ARE ASSIGNED

For students during research rotations, or prior to ascent to candidacy:

- 1) **Unacceptable.** Denotes a serious deficiency that should be remediated. For example, an “Unacceptable” in Laboratory Skills would indicate a deficiency that was identified during the semester but efforts by the student to remediate or rectify performance were unsuccessful. In new students an “Unacceptable” in a single quality category may not result in a “U”.
- 2) **Needs Improvement.** Denotes a deficiency that was addressed, or is being addressed by the student. Three scores of “Needs Improvement” and below in quality categories would be a basis for assignment of a “U” for an inexperienced student. Ideally, feedback should be given by the advisor that expectations are not being met by mid-semester or mid-rotation to provide opportunity for remediation.
- 3) **Average.** This would denote acceptable minimum performance. An “Average” would be the expected performance during early rotations.
- 4) **Above average.** Denotes an “Above Average” level of performance. If assigned during early rotations, this should be justified by separate comment to provide positive feedback to students.
- 5) **Excellent.** This score should be reserved for students that are high performers that show advanced skills in the quality categories. An “Excellent” should be **reserved for students that would be considered among the top 10% of program students.** This should be justified/acknowledged by separate comment.

For advanced students after ascent to candidacy:

- 1) **Unacceptable.** Denotes a serious, unacceptable deficiency that may constitute a basis for an “Unacceptable”. Because normal deficiencies would be identified prior to ascent to candidacy, an “Unacceptable” would indicate misconduct or troublesome behavior, or a lack of aptitude in the quality category that would indicate that student may not be suitable for a research career.
- 2) **Needs Improvement.** Denotes a deficiency that if unaddressed may impact student career success. Two scores of “Needs Improvement” and below would be a basis for assignment of a “U”.
- 3) **Average.** This denotes acceptable minimum performance. After ascent to candidacy scores below “Average” should be followed up with strategy and goals for improvement using available mechanisms (e.g., individual development plan or committee meeting).
- 4) **Above Average.** Should be noted and justified with separate comment. Advanced students should seek to have “Above Averages” in one or more categories.
- 5) **Excellent.** This score should be reserved for students that are high performers that show advanced skills in the quality categories. An “Excellent” should be **reserved for students that would be considered among the top 10% of program students.**