

DEPARTMENT OF FISH AND WILDLIFE CONSERVATION
GRADUATE STUDENT EVALUATION FORM
(see General Guidelines on back)

Circle one: Student Self Evaluation / Committee Evaluation

Student Name: _____
 Student ID#: _____
 Date of Initial Enrollment: _____
 Degree Sought: MS PhD

Date of Evaluation: _____
 Cumulative GPA: _____
 Anticipated Graduation Date: _____

- Has student successfully completed and/or submitted:
- Program of Study (date: _____)
 - Working Plan (date: _____)
 - Web Page Summary
 - Technical Outreach
 - Non-technical Outreach

<u>Evaluation Category</u>	<u>Excellent</u>	<u>Good</u>	<u>Marginal</u>	<u>Unsatisfactory</u>	<u>N/A</u>
Academic performance	<input type="checkbox"/>				
Thesis/dissertation progress	<input type="checkbox"/>				
Performance as GTA/GRA	<input type="checkbox"/>				
Professional activities/interactions	<input type="checkbox"/>				
Overall Performance	<input type="checkbox"/>				

Review of Progress to Date:

Anticipated Progress:

Suggestions for Improvement:

Committee Chair

Committee Member

Committee Member

Committee Member

Committee Member

Student

Graduate Coordinator

Cc: graduate file

Guidelines for Completing Evaluation

(each student must fill out a separate "self" evaluation prior to the committee review)

Program of Study: a list of graduate courses completed elsewhere and those to be taken at Virginia Tech should be submitted to the Graduate School by the end of the first semester in residence. Prior to the defense, this list must be updated to accurately reflect the courses actually completed.

Plan of Work: a document that outlines the problem to be researched, the methods/approaches to be used in the research and analysis of data, and the anticipated outcomes or products must be completed and approved by the committee prior to the end of the second semester in residence and before the student "enters the field."

Web page summary: a 1-page condensation of the student's intended research is to be posted on the department's web site within the first 6 months in residence.

Technical Outreach: the student is to have conveyed a poster or presentation at a professional meeting *and* prepare a manuscript suitable for publication in prominent peer-reviewed journal prior to scheduling the defense.

Non-technical Outreach: the student is to have conveyed a poster or presentation to a non-technical audience *or* prepare a publication (article, brochure, newsletter, etc.) suitable for a non-technical audience prior to scheduling the defense.

Academic performance: an assessment based primarily on cumulative GPA and whether the Program of Studies has been completed, submitted on time, and properly updated.

Thesis/dissertation progress: to achieve a rating of "satisfactory" or above, a thesis Working Plan must be approved and documented progress toward completion of the research must have been made; the committee should assess progress in completing drafts and rewrites of the thesis/dissertation.

Performance as GTA/GRA: an assessment of a student's performance in fulfilling the obligations of assigned GTA/GRA responsibilities. It is the student's responsibility to ascertain what those obligations are and what will be expected of them.

Professional activities/interactions: professional activities can include active membership in a professional society, attendance at department, college, or university seminars, and awareness of current events related to the student's chosen field of study. All graduate students will be expected to interact regularly with their peers and with faculty.

Review of progress to date: a verbal summary of the overall strengths and weaknesses the student has displayed up until the time of the evaluation.

Anticipated progress: a summary of the specific tasks or accomplishments (with attached timetable) to be completed before the next evaluation. In effect, this becomes a working agreement between the student and the committee and forms the basis of discussion at the next evaluation.

Suggestions for improvement: students should identify specific needs or items that would help improve their performance. Regardless of whether any deficiencies are noted, the committee should provide constructive suggestions that can lead to enhanced performance (assumes that everyone can improve).

Cc: graduate file