GRADUATE STUDENT EVALUATION FORM–2015

INSTRUCTIONS TO GRADUATE STUDENTS:

a. Please fill out Section One of this form. Answer all questions for any graduate work done

during the **2015** **calendar** **year** (January 1–December 31, 2015). **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 February 12, 2016.**

**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).

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**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).

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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).

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**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: