

Progress Evaluation Meeting Checklist

Student: _____ Advisor: _____

Student Entrance Year: _____ Date: _____

Committee Members: _____ Present? Y / N

Progress towards departmental degree requirements:

- | | |
|---|---|
| <input type="checkbox"/> Cumulative exams completed | <input type="checkbox"/> Class work orals completed |
| <input type="checkbox"/> Classes completed | <input type="checkbox"/> Thesis proposal completed |

General discussion guidelines:

These meetings should be a discussion between the student and faculty on both current student progress and future directions. Students are expected to do a self-evaluation prior to the meeting and lead the discussion in a positive direction. Faculty are expected to be direct, constructive, and communicative. Both are expected to come to a consensus on the future direction of the thesis project, including a detailed timeline.

Current progress discussion guidelines:

Prior to the meeting students should do a self-assessment of their progress in each of the listed areas. Additionally, the discussion should contain constructive comments from the faculty on student progress. This should address both areas where the student is doing well and areas where the student could improve.

Future directions discussion guidelines:

This portion of the meeting is extremely important and should be addressed in detail. The student and advisor, and to some extent the committee, must agree that this is the plan with which to move forward.

Please give special attention to revising the student timeline with updated research goals and milestone dates. In the event of a currently unrealistic timeline for graduation, please discuss the following options a) change the research plan to meet the original defense date or b) change the defense date to match the research plan.

Do not forget to discuss summer funding and research opportunities.

Action Items:

1. Student fills out "Meeting Checklist" and detailed timeline prior to meeting
2. Advisor reads "Meeting Checklist" and prepares discussion items for meeting
3. During meeting timeline is adjusted and signed off upon by advisor and committee, including details and defense date

Progress Evaluation Meeting Checklist

Progress towards research goals

- Discussion of research progress and individual project goals. This may include adjustment of thesis project to meet currently realistic goals.

CURRENT PROGRESS _____

FUTURE DIRECTIONS _____

Conference attendance and presentations

- Is conference attendance too frequent/infrequent? Is conference content appropriate (too specialized/general)? Are funds available to attend conferences?
- Also discuss the QUANTITY and QUALITY of presentations given (i.e. advice to improve posters/talks) and networking skills.

CURRENT PROGRESS _____

FUTURE DIRECTIONS _____

Literature knowledge

- i.e. knowledgeable, appropriate, poor. Explain.

CURRENT PROGRESS _____

FUTURE DIRECTIONS _____

Paper writing

- Include discussion of number of papers completed and expected to be completed before graduation, quality of writing, and speed of progress.

CURRENT PROGRESS _____

FUTURE DIRECTIONS _____

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Skills assessment

TIME MANAGEMENT: _____

AUTONOMY: _____

LEADERSHIP: _____

COLLABORATION: _____

ORGANIZATION: _____

INITIATIVE: _____

Other comments

- i.e. teaching ability, outreach, other skills, etc.

Timeline

- Discussion and re-evaluation of current timeline.