

Advisory Committee Meeting Evaluation Form



MS MSN PhD

Date: _____
 Student Name: _____
 UIN: _____
 Program: _____
 Student Signature: _____

Title: _____

	No/Limited Proficiency (0/1 pts)	Some Proficiency (2 pts)	Proficiency (3 pts)	High Proficiency (4 pts)	Rating
Summary of Research	Fails to demonstrate knowledge of their research project, area of specialization, or experimental design.	Demonstrates basic understanding of their project and area of specialization; needs guidance to design experiments.	Successfully summarizes an in-depth knowledge of their research project and area of specialization; able to develop comprehensive experiments independently.	Displays an in-depth knowledge of their research as well as tangent areas of specialization; strong skills set for developing and executing experiments that produce significant results.	
Communication Skills	Fails to summarize outcomes or explain conclusions; communicates ineffectively.	Adequately communicates outcomes and results, but omits key pieces of information and lacks clarity.	Successfully summarizes outcomes, highlights experimental strengths, and clearly communicates results.	Not only communicates outcomes effectively, but also identifies and elaborates on more abstract results of their research in relation to their field.	
Progress	Failed to make any progress in their research or coursework.	Some progress in their research and/or coursework, but less than would be expected for their educational stage.	Sufficient progress in their research and/or coursework for their educational stage.	Exemplary progress on their research and coursework, beyond what would be typically expected for their educational stage.	
Literature Review	Fails to complete a comprehensive literature review.	Identifies some unanswered questions based on a literature review but does not successfully illustrate their importance in the field.	Successfully identifies and illustrates the importance of unanswered questions based on comprehensive review of literature.	Not only identifies and evaluates unanswered questions, but also identifies more abstract and inter-related questions and theories based on a rigorous literature review.	
Future Plans	Fails to set realistic goals for their research and omit obvious experiments that will be needed.	Sets adequate, though less than ambitious, goals for their research and gives a basic overview of a number of necessary experiments.	Develops realistic goals for their research and details each of the necessary experiments that will be performed.	Ambitious, but realistic, goals for their research are developed with clarity and detail; experiments and methods are fully outlined and discussed.	
Compliance	Student has not met relevant safety and compliance training for their project; student has been removed from lab for safety/compliance violations.	----	---	Student has met relevant safety and compliance training for their project; student has not been removed from lab for safety/compliance violations.	
Comments				Total Rating	

Examining Committee	Print and sign name	Department	Date
Committee Chair	_____	_____	_____
Co-Chair or Member	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____
Dept Head/Prog Dir	_____	_____	_____
Associate Dean	_____	_____	_____

Approved copies must be sent to the following: Student Committee/Chair Campus-based Office of Graduate Studies