**UNIVERSITY OF LOUISVILLE DEPARTMENT OF BIOLOGY**

**ANNUAL EVALUATION (FORM 3) FOR DOCTORAL STUDENTS**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Review Year: \_Choose an item.\_\_

Program (EEB or MCD):\_\_\_Choose an item.\_\_\_ Major professor(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Portion completed by student*

**ACADEMIC PROGRESS COVER PAGE**

Date entered program: Click here to enter a date. Expected completion date: Click here to enter a date.

Have you completed the following forms and given them to the Director of Graduate Studies?

Form 1 (Formation of Student Advisory Committee) \_\_(No or date of completion)\_\_\_\_\_\_\_\_\_\_

Form 2 (Program of Study) \_\_(No or date of completion)\_\_\_\_\_\_\_\_\_\_

Date or expected date of qualifying exams\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Passed (Y/N) \_\_ Y/N\_\_\_\_\_\_

Current GPA\_\_\_\_\_\_\_\_\_\_ Number of credits with grades below 3.0\_\_\_\_\_\_\_\_\_\_

Date of annual committee meeting for the year under review:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee members names Completed Form 3A? Numerical Scores (no check marks):

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y/N **1:**Choose **2:** Choose **3:** Choose **4:** Choose **5:** Choose

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y/N **1:**Choose **2:** Choose **3:** Choose **4:** Choose **5:** Choose

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y/N **1:**Choose **2:** Choose **3:** Choose **4:** Choose **5:** Choose

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y/N **1:**Choose **2:** Choose **3:** Choose **4:** Choose **5:** Choose

Additional/Outside committee member(s)

5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y/N **1:**Choose **2:** Choose **3:** Choose **4:** Choose **5:** Choose

6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y/N **1:**Choose **2:** Choose **3:** Choose **4:** Choose **5:** Choose

Teaching Assistant Evaluations

 Course/Section Semester Average Evaluation Score (Range 1-5)

\_BIOL\_\_\_\_\_\_\_\_ \_\_Choose an item.\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_BIOL\_\_\_\_\_\_\_\_ \_ Choose an item.\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_BIOL\_\_\_\_\_\_\_\_ \_ Choose an item.\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_BIOL\_\_\_\_\_\_\_\_ \_ Choose an item.\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_BIOL\_\_\_\_\_\_\_\_ \_ Choose an item.\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_BIOL\_\_\_\_\_\_\_\_ \_ Choose an item.\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Salary Support Information: please indicate for each semester for the next 18 months**

I am requesting a Teaching Assistantship for

Fall Choose an item. [ ]

Spring Choose an item. [ ]

Summer Choose an item. [ ]

I will be a Research Assistant for

Fall Choose an item. [ ]

Spring Choose an item. [ ]

Summer Choose an item. [ ]

I will have fellowship support for

Fall Choose an item. [ ]

Spring Choose an item. [ ]

Summer Choose an item. [ ]

I will alternative funding for

Fall Choose an item. [ ]

Spring Choose an item. [ ]

Summer Choose an item. [ ]

**PROFESSIONAL PROGRESS**

The student should complete the following three sections: Professional Accomplishments, Goals for next year, and Appraisal. See sample evaluation at <http://louisville.edu/biology/graduate-student-information-center/graduate-program-forms> for examples of correct formatting and activities that fit particular categories. If you have nothing to add to a category, put “N/A” to show that you have addressed each category. The student should submit this form and attach to the back *in this order* (1) a current, unofficial transcript; (2) Form 3A from all non-mentor committee members; and (3) any teaching evaluations for the all semesters under review (in the order of spring-summer-fall). The departmental graduate committee will not accept incomplete packets.

1. PROFESSIONAL ACCOMPLISHMENTS
2. Brief statement (1-2 sentences) of current professional goal (i.e. where do you see yourself in 10 years?)
3. Research
4. Grants: extramural and intramural; amount requested; funded or unfunded
5. Presentations at professional conferences
6. Fellowship held, awarded, or applied for; other honors or awards
7. Manuscripts submitted and papers accepted or published
8. For returning students only: List your research goals from last year and under each goal briefly describe the progress you made toward achieving it. *Note that goals often change; if, for example, you revised a goal after attempting it, that too can be progress. Add more goals as needed.*
* **Goal I: Title***. What did you accomplish towards this goal. Did you achieve this goal?*
* **Goal II:****Title***. What did you accomplish towards this goal. Did you achieve this goal?*
* **Goal III:****Title***. What did you accomplish towards this goal. Did you achieve this goal?*
1. Teaching/Employment
2. List all professional employment for the year
3. List laboratory courses taught. Attach student evaluations for all semesters taught at the end of the document.
4. List undergraduates mentored in research, semester(s) of research, and project title
5. Professional Development
6. Conference/workshop attendance
7. Department/university service
8. Community service
9. Professional service
10. GOALS FOR NEXT YEAR

**It is expected that students will take the lead in devising specific goals for parts A and B below. These goals should then be discussed with the major advisor and mutually agreed upon goals should be presented here.**

1. List your specific research goals. List goals which are achievable in one year. You should have at least three goals but you can add goals as necessary.
* **Goal I: Title.** *Briefly, what will you do to achieve it?*
* **Goal II:****Title***. Briefly, what will you do to achieve it?*
* **Goal III:****Title**. *Briefly, what will you do to achieve it?*
1. List the actions you plan to take to enhance your professional growth. *Note: experimental goals go in Part A, not here.*
2. How might your advisor or other faculty members assist you in accomplishing the objectives you listed above?

III. APPRAISAL

1. Comment briefly below on your progress in achieving your academic and career goals during the past year.
2. If you feel you are not making satisfactory progress, explain why below. Note areas in which you are experiencing any difficulty and how you plan to address them.
3. List any areas or problems about which you would like feedback from your major professor or committee.
4. Describe any departmental or university obstacles that you believe are hindering your progress or research.

*Portion to be completed by major professor*

**MAJOR PROFESSOR ASSESSMENT OF STUDENT PERFORMANCE**

**Please give specific details to better help the student progress in their program. Please review your comments with the student prior to submission.**

1. Has this student made acceptable progress during the evaluation period?
2. Please list at least 3 areas of strength for this student.
3. Please list at least 3 areas for improvement. What actions could the student take to address these areas?
4. How would you evaluate this student’s progress toward their degree? Pick one
5. Additional comments?

*To be completed by both the student and the professor prior to submission.*

**SIGNATURES**

Student: Your signature below indicates that you have discussed this report with your major professor.

Student Date



Major professor: Your signature below indicates that you have discussed this report with the student.

Major Professor Date

