University of Louisville Department of Biology
Annual Evaluation (Form 3) for Doctoral Students

Name_________________________ Student ID _____________________________

Program (EEB or MCD) _________ Major professor(s) _______________________

I hereby apply for a TA position for the following terms (place X by desired terms):
Fall 2016_______ Spring 2017_______ Summer 2017_______

Portion completed by student

Academic Progress
Date entered program__________ Expected completion date__________

Have you completed the following forms and given them to the Director of Graduate Studies (N or date of completion)?
   Form 1 (Formation of Student Advisory Committee)__________
   Form 2 (Program of Study)__________

Date or expected date of qualifying exams__________ Passed (Y/N)__________

Current GPA__________ Number of credits with grades below 3.0__________

Date of annual committee meeting__________

Professional Progress

The student should attach 1) a current, unofficial transcript; and 2) the information requested below (Sections I and II) for the year under review. See sample evaluation at XXwebsite for examples of correct formatting and activities that fit particular categories. Most students will not have activities in all categories; omit those for which you have nothing.

I. Professional Accomplishments
A. Brief statement (1-2 sentences) of current professional goal.
B. Research
   1. Grants: extramural and intramural; amount requested; funded or unfunded
   2. Presentations at professional conferences
   3. Fellowship held, awarded, or applied for; other honors or awards
   4. Manuscripts submitted and papers accepted or published
   5. 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.
C. Teaching/Employment
   1. List all professional employment for the year
   2. List laboratory courses taught and attach student evaluations.
   3. List undergraduates mentored in research, semester(s) of research, and project title.

D. Professional Development
   1. Conference/workshop attendance
   2. Department/university service
   3. Community service
   4. Professional service

E. Extenuating circumstances during the past year, if applicable, including any problems or impediments to your progress.

II. 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.
   A. List your specific research goals
   B. List the actions you plan to take to enhance your professional growth.
   C. How might your advisor or other faculty members assist you in accomplishing the objectives you listed above?

III. Appraisal

A. Comment briefly below on your progress in achieving your academic and career goals during the past year.

B. 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.

C. List any areas or problems about which you would like feedback from your major professor or committee.
D. Describe any departmental or university obstacles that you believe are hindering your progress or research.

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**Portion to be completed by major professor**

A. Has this student made acceptable progress during the evaluation period?

B. Areas of strength

C. Areas for improvement. What actions could the student take to address these areas?

D. How would you evaluate this student’s progress toward the degree overall?

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**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 ______________