



# End of Year Graduate Student Evaluation Form

Due April 30 each year

Name:

Date:

Date of Entry into Program (month and year):

The information provided will be used to evaluate your performance and progress in the graduate program over the past year (i.e., from the end of spring semester last year, May 1, through spring semester this year, April 30).

## Instructions:

1. Complete the following questions by editing directly on this form on your computer (this is a fillable PDF form)
2. Attach an **updated copy** (current through April 30) of your CV and teaching evaluations.
3. After you have filled out the form, meet with your advisor. Your faculty advisor will help you complete the "points" sections and planning section of the form. Then, provide a complete and fully-signed-off copy of this report (including CV and teaching evaluations) to the Program Chair of your university **by 5 p.m., April 30**. You should also make a copy for yourself and your advisor.

*Note.* We understand that coursework, research, and program milestones will vary from year to year. The purpose of assigning points to different activities is to provide students with information on the relative importance of different activities. There may be years when students are making progress toward their degree but do not receive any program milestone points (e.g., in between master's thesis defense and comprehensive exams). Likewise, a student may have a very active research year, without any final products. Faculty advisors should take these situations into consideration when completing the "adjustments" and "comments" areas for these sections, respectively.

# I. COURSEWORK

a. Indicate **Completed Coursework and Grades** in the chart below:

<i>Course</i>	<i>Completed or In Progress</i>	<i>Grade</i>	<i>Notes</i>
<b>Quantitative Methods I</b>			
<b>Quantitative Methods II</b>			
Master's Thesis ( $\geq 1$ credit hour)			
Adult Development & Aging			
<b>Research Methods</b>			
<b>Multivariate</b>			
Teaching of Psychology (UA only)			
Social & Emotional Development			
Health Psychology in Later Life			
Cognitive Aging			
Mental Health & Aging			
Neuropsychology of Aging			
Elective: sens/div			
Independent Reading & Research (up to 13 hours)			
Dissertation ( $\geq 12$ credit hours)			

*Note.* Courses in **bold** count toward the required 16 credit hours of statistics/language coursework.

- b. What is your current Psychology GPA (not including thesis or IR&R hours)?
- c. What courses did you take for a letter grade **this year** (include courses from last spring & fall)?
- d. GPA in the courses you took **this year** (not including thesis or IR&R hours)?

<b>Coursework Points</b> [to be completed by faculty advisor]	
Points equal to GPA from d. above (i.e., GPA this year)	
Adjust $\pm 2$ points for instructor feedback of + or – evaluation	adjustment
Justification for Adjustment	
Comments	
<b>TOTAL COURSEWORK POINTS:</b>	

Possible: 0-6 points

## II. PROGRAM MILESTONES

Indicate **Program Milestones** (and date) successfully completed in the chart below:

<i>Milestone</i>	<i>Successfully Completed:</i>	
	<i>Month/Year</i>	<i>Notes</i>
1. Master's Thesis Proposal Meeting/Approval	/	
2. Master's Thesis Defense	/	
3. All Comprehensive Exams Passed	/	
Written Comprehensive Exam Passed	/	
Oral Comprehensive Exam Passed	/	
Specialty Comprehensive Exam Passed	/	
4. Dissertation Proposal Meeting/Approval	/	

### ***Progress Toward Degree Points***

[to be completed by faculty advisor]

4 points for each of the 4 milestones completed this year	enter sum here
Adjust + 0-2 points for subjective effort rating	adjustment
<b>Justification for Adjustment</b>	
<b>Comments</b>	
<b>TOTAL PROGRESS TOWARD DEGREE POINTS:</b>	

Possible: 0-10 points

### III. RESEARCH ACTIVITIES

- a. Your CV should include all publications, presentations, awards, & honors received to date.
- b. Indicate in the charts below your **Research Activities over the past year (May 1-April 30)**:

<i>Published/presented/accepted (in press)</i>	<i># this year</i>	<i>Credit Multiplier</i>	<i>Total</i>
Single author journal article (peer-reviewed)		3.0	
1 <sup>st</sup> author journal article (peer-reviewed)		2.5	
Co-authored journal article (peer-reviewed)		2.0	
Single or 1 <sup>st</sup> author book chapter		2.0	
Co-authored book chapter		1.75	
Published conference proceeding/abstract		1.75	
Funded research proposal		2.0	
National conference paper or poster presentation		1.5	
Regional conference paper or poster presentation		1.0	
Local/State conference paper or poster presentation		0.5	
Non-peer-reviewed publication/Technical report author		0.5	
Brown Bag/Program research presentation		0.25	

<i>Submitted Research This Year</i>	<i># this year</i>	<i>Credit Multiplier</i>	<i>Total</i>
Single author journal article (peer-reviewed)		3.0	
1 <sup>st</sup> author journal article (peer-reviewed)		2.5	
Co-authored journal article (peer-reviewed)		2.0	
Single or 1 <sup>st</sup> author book chapter		2.0	
Co-authored book chapter		1.75	
Conference proceeding/abstract submitted		1.75	
Research funding proposal submitted		2.0	
National conference paper or poster submission		1.5	
Regional conference paper or poster submission		1.0	
Local/State conference paper or poster submission		0.5	
Non-peer-reviewed publication submitted		0.5	

*Note.* You may receive points for the same research activity in the published and submitted charts in the same year or across years; considerable work goes into publishing or presenting beyond the work for the submission.

<b>Research Activities Points</b> [to be completed by faculty advisor]	
<b>GRAND TOTAL</b> [summing across both charts above]	enter sum here
<b>Adjust for subjective effort rating</b> (maximum $\pm 2$ )	adjustment
<b>Justification for Adjustment</b>	
<b>Comments</b>	
<b>TOTAL RESEARCH ACTIVITIES POINTS:</b>	

Possible Points: 0-??; Typical points vary by year in program. *Before adjustments* ranges for 2015 were:  
 First Years: 0-1.75; Second Years: 4.75-10.75; Third Years: 4.25-23.0; Fourth Years: 13.25; Fifth Years: 13.0

## IV. PROFESSIONAL DEVELOPMENT / SERVICE ACTIVITIES

a. **Fully describe** all professional honors, awards, and/or prizes received in this academic year (include title, organization/society awarding honor, other relevant information).

b. **Indicate** and **describe** any of the following activities you engaged in **during the past year**:

<i>Internal Professional/Service Activities</i>	<i>Check Here</i>	<i>Committee Name</i>	<i>Dates of Service</i>
Department of Psychology Committee membership			
College or Institute Committee membership			
Other (e.g., Invited lectures (e.g., Psi Chi), developing informal graduate student learning activities, etc.)			
Describe:			

<i>External Professional/Service Activities</i>	<i>Check Here</i>
Election to professional national, regional, or state organizations	
Editorial activities (e.g., guest journal reviewer, convention program/abstract reviewer, etc.)	
Attended workshop, class, or talk for professional development	
Appointment/service to professional national, regional, or state organizations	
Service to local community outside of the university (e.g., community presentations, workshops/invited lectures to local schools or organizations, nonprofit board service, etc.)	
Describe:	

<b>Service Activities Points</b>	
[to be completed by faculty advisor in consultation with student]	
Rating of 0 (none) to 4 (outstanding) for each chart; sum across charts	enter sum here
Adjust for exceptional quantity or quality of service (+ 0-2)	adjustment
Justification for Adjustment	
Comments	
<b>TOTAL SERVICE ACTIVITIES POINTS:</b>	

Possible Points: 0-10

## V. TEACHING ACTIVITIES

a. Courses and/or Labs taught in **the past year**:

Name of Course(s) / Lab(s) (attach student evaluation report for each course)

b. Teaching Assistant positions served the past year:

Name of Course(s)	Major Duties

<b>Teaching Activities Points</b>	
[to be completed by faculty advisor in consultation with student]	
<b>Quantity and Quality of Teaching (0-4)</b>	
<b>Adjust for exceptional quantity or quality of teaching (+ 0-2)</b>	adjustment
<b>Justification for Adjustment</b>	
<b>Comments</b>	
<b>TOTAL TEACHING ACTIVITIES POINTS:</b>	

Possible Points: 0-6

## ***Student Evaluation Summary***

[to be completed by faculty advisor in consultation with student]

<b>I. Total Coursework Points</b>	(possible points: 0-6)
<b>II. Total Progress Toward Degree Points</b>	(possible points: 0-10)
<b>III. Total Research Activities Points</b>	(possible points: 0-?)
<b>IV. Total Professional Development/Service Activities Points</b>	(possible points: 0-10)
<b>V. Total Teaching Activities Points</b>	(possible points: 0-6)
<b>OVERALL TOTAL:</b>	
<b>Comments:</b>	

Planning		
1. Does student want funding as a departmental TA next year?	YES	NO
If not, what is student's current funding status?		
2. Recommended Student Objectives for next year:		
a. Coursework		
b. Progress Toward Degree		
c. Research		
d. Professional/Service		
e. Teaching		
f. Other		

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_