**Graduate Student Semester Evaluation Form**

M.S. Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Starting Semester/Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Graduating Semester/Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Full time [ ]  Part time

**Instructions**

Candidate: Each semester, fill out the self-reflection, then meet with your advisor(s) or committee, who will evaluate your progress toward your degree. In the self-reflection, comment on your progress to date, any limitations on reaching your semester or project goals, and your expected progress over the upcoming semester.

Advisor / Committee: Each semester, meet with the Candidate and evaluate progress toward the degree. Please comment on the progress to date, any concerns that have arisen, and expectations for the upcoming semester.

|  |  |
| --- | --- |
| Name | Semester |
| 1 | 2 | 3 | 4 | 5 | 6 |
| Advisor(s) |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Committee |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

a advisor and committee members should indicate whether progress exceeds (+), meets (=), or does not meet (-) expectations for the semester

**Semester 1**

**Goals:** Establish a thesis project and committee

Candidate’s self-reflection (maximum 250 words):

Advisor [ ]  or Committee [ ]  evaluation of candidate’s progress and expectations (maximum 250 words):

Student’s signature checkbox: [ ]

**Semester 2**

**Goals:** Present thesis proposal to committee and begin thesis project. If applicable, apply for summer funding grant from the graduate school (usually has an end of February deadline).

**Notes**: Final proposal deadlines: end of June, end of December

Candidate’s self-reflection (maximum 250 words):

Advisor [ ]  or Committee [ ]  evaluation of candidate’s progress and expectations (maximum 250 words):

Student’s signature checkbox: [ ]

**Semester 3**

**Goals:** Complete data-gathering and analysis

**Notes:** Comprehensive exam given at start of semester; must pass all sections (≥ 70%) by end of October (fall semester) or end of March (spring semester)

Candidate’s self-reflection (maximum 250 words):

Advisor [ ]  or Committee [ ]  evaluation of candidate’s progress and expectations (maximum 250 words):

Student’s signature checkbox: [ ]

**Semester 4**

**Goals:** Write thesis; present thesis research to the Department; defend thesis to the Committee

Candidate’s self-reflection (maximum 250 words):

Advisor [ ]  or Committee [ ]  evaluation of candidate’s progress and expectations (maximum 250 words):

Student’s signature checkbox: [ ]

**Semester 5**

**Goals:** Update committee on progress or defend thesis

Candidate’s self-reflection (maximum 250 words):

Advisor [ ]  or Committee [ ]  evaluation of candidate’s progress and expectations (maximum 250 words):

Student’s signature checkbox: [ ]

**Semester 6**

**Goals:** Update committee on progress or defend thesis

Candidate’s self-reflection (maximum 250 words):

Advisor [ ]  or Committee [ ]  evaluation of candidate’s progress and expectations (maximum 250 words):

Student’s signature checkbox: [ ]