Robotics MSE
Graduate Student Evaluation Form

Name: _____ Calendar Year: _____

Responsible Conduct of Research course completed? ☐ No ☐ Yes (When? _____)
Research Laboratory Safety course completed? ☐ No ☐ Yes (When? _____)
Academic Ethics course completed? ☐ No ☐ Yes (When? _____)

Part 1 - to the student: This form is intended to summarize your accomplishments in the past year and indicate your plans for the coming year. Please complete, sign, and discuss this with your advisor. Continue on as many sheets as necessary. Attach your unofficial transcript to this form.

- Planned courses for the next 2 semesters:

- Major research accomplishments, if thesis option (papers, conferences, etc.):

- Academic, research, and other goals in the coming year (advisor must agree):

- Your comments:

- Advisor's comments:

Part 2 - to the advisor: This form is intended to guide a discussion with your student about their accomplishments, progress, and areas for improvement. This discussion is an opportunity to evaluate the student/advisor relationship and create a more effective research partnership. Below are several topics that should be covered in the discussion. Please think about these issues before meeting with the student. Space is provided for notes. **Both you and the student will sign this form.**

Educational Progress (academic progress, teaching opportunities, TA opportunities):

Logistics and post-graduation goals (graduation timeframe, progress towards students post-graduate goals):

Professionalism (discuss as applicable: conduct, presentation skills, writing skills, communication skills, teamwork):

Research (discuss if applicable: thesis topic, future publications, ability to conduct quality research, ability to think of and discuss new ideas, overall progress):

Other (discuss as applicable) – Unaddressed student or advisor concerns

I have reviewed this document with my advisor and I have seen his/her comments

Student signature _____   Date _____

Advisor signature _____   Date _____