



**Graduate student research progress evaluation form**

Student Name: \_\_\_\_\_ ID: \_\_\_\_\_

Year: \_\_\_\_\_ term: Jan-Apr May-Aug Sept-Dec

**Expectations for the term:**

Signed by

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Research Adviser

\_\_\_\_\_  
Date

**Feedback on progress/development in thesis research:**

Unsatisfactory progress

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Research Adviser

\_\_\_\_\_  
Date

## **Chemistry Department policy: Graduate student research progress evaluation**

January 2, 2012

The Faculty of Graduate Studies (FGS) 'Responsibilities in the Supervisory Relationship' policy (<http://web.uvic.ca/gradstudies/pdf/SupervisoryRelationshipJun10.pdf>) outlines in general terms guidance and feedback that supervisors should provide to graduate students. This Chemistry Department policy on providing feedback to graduate students on their research progress is considered an implementation of the FGS policy.

It is the supervisor's responsibility to ensure that evaluation forms are completed for all students every term that a student is working under their supervision. The supervisor will ensure that copies of each completed form will be distributed to the student, supervisor, and the student's supervisory committee members. A copy of the completed form will also be included in the student's Department file.

The evaluation form has two parts:

- (i) An outline of **expectations**;
- (ii) **Feedback** from the supervisor on the student's progress.

Both parts of the form should be completed within the first two weeks of each term.

*Expectations:* This part of the form provides an outline of work and goals for the term. This should be developed jointly by the student and supervisor; signatures from both are required. *Signatures by student and supervisor on expectations imply agreement as to what expectations are for the term.* Various formats may be used, e.g., itemized list vs. narrative. If student and supervisor cannot agree on expectations then a supervisory committee meeting should be held, at which the supervisory committee members should attempt to resolve the differences.

*Feedback:* The supervisor's feedback should address the expectations for the previous term; other issues which have arisen over the course of the term can also be addressed. Feedback can be positive or negative but should be constructive in nature. The supervisor should meet with the student to discuss the evaluation. *The student signature on the evaluation part of the form acknowledges receipt of evaluation form.*

If the supervisor feels that the student's overall performance raises serious doubts about ability of the student to continue their degree program, then the "unsatisfactory progress" box should be marked. This will trigger a supervisory committee meeting at which the reasons for the unsatisfactory rating will be discussed. The expectation document for the next term should be written in consultation with the committee and should directly address the issues which were unsatisfactory in the previous term. Normally this will also trigger a formal memo to the Faculty of Graduate Studies.