Semi-Annual Student-Advisor Evaluation Form

Date:_____

This form is meant as a tool for creating an ongoing dialogue of student performance to be kept confidential between the student and advisor. It is meant to give the student feedback related to their work and prompt a discussion of constructive criticism. The questions below are meant to be discussed with the student for a **minimum** of 20 minutes. If either party feels uncomfortable with the face-to-face discussion of negative feedback, feel free to complete portions of this form in a written manner. All questions are voluntary for both parties involved. This form should be sent to the advisor prior to the meeting so that sufficient time can be spent considering the questions by both parties. This is meant to be a two-way discussion between student and advisor that is suggested to occur every January and July. It is understood that this form may only be worthwhile after working with an advisor for > 6 months.

Notes should be taken in the available space and this form should be signed and dated by both the student and advisor as proof that this conversation occurred.

(i) What are the student's strengths?

(ii) What are areas of weakness that the student should address? What are some methods/strategies that can be implemented as a path to improvement?

(iii) Has the student failed to meet, met, exceeded, or greatly exceeded expectations in the previous 6 months? If not, what are some methods/strategies that can be used to improve performance?

(iv) Would the advisor be comfortable writing a strong complimentary letter of recommendation for a job after completion of the Ph.D? (It is understood that for many students filling out this form it may be too early to answer this question, however please attempt to extrapolate based on work already completed so that both you and the student are clear on their standing. This is, of course, non-binding.)

(v) Is the student satisfied with the interaction with his/her advisor? If not, then what is needed so that this is true?

(vi) **Meetings:** Is it easy to schedule meetings with the advisor? Are meetings occurring frequently enough? Too frequently? Does the student feel these meetings are productive and helpful? Does the advisor feel that the meetings are productive? What can be done to make meetings more effective?

(vii) Is the student satisfied with the available opportunties to present his/her work at conferences and other institutions? If not, what are steps that can be taken to increase these opportunities?

(viii) Is the student comfortable discussing problems or concerns with the advisor?

(ix) Did the student meet the previous form's goals? If not, why?

(x) What are goals for work to be completed over the coming 6 months?

STUDENT:_____ DATE:_____

ADVISOR:_____ DATE:_____