



Department of Mechanical Engineering, Johns Hopkins University

## Graduate Student Evaluation Form

Name: \_\_\_\_\_

Calendar Year: \_\_\_\_\_

**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. Your advisor will also sign it and see to it that it is placed in your student file. Continue on as many sheets as necessary.

Responsible Conduct of Research course completed?  No  Yes (When? \_\_\_\_\_)

- COURSES COMPLETED IN THE PAST 2 SEMESTERS:
  
- PLANNED COURSES FOR THE NEXT 2 SEMESTERS:
  
- TEACHING ASSISTANT REQUIREMENTS:
  
- PAPERS SUBMITTED OR PUBLISHED:
  
- CONFERENCE AND INTERNAL/INFORMAL PRESENTATIONS:
  
- MAJOR RESEARCH ACCOMPLISHMENTS:
  
- RESEARCH, ACADEMIC, AND OTHER GOALS IN THE COMING YEAR (advisor must agree):
  
- YOUR COMMENTS:
  
- ADVISOR'S COMMENTS:

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

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor signature \_\_\_\_\_ Date \_\_\_\_\_

Co-Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**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.**

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

**Comments:**

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

**Comments:**

- Logistics** (discuss as applicable: graduation timeframe, future state of student funding, specific grant requirements, present funding, progress towards students post-graduate goals)

**Comments:**

- Educational Progress** (discuss as applicable: academic progress, progress towards DQE or GBO, teaching opportunities, TA opportunities)

**Comments:**

- Career Goals** (discuss as applicable: plans after graduation, including exploration of academic and non-academic opportunities and networking events)

**Comments:**

- Other** (discuss as applicable) – Unaddressed student or advisor concerns
  - Importance of research with respect to greater research community
  - Students impressions of their progress
  - \_\_\_\_\_
  - \_\_\_\_\_

Student signature \_\_\_\_\_

Date \_\_\_\_\_

Advisor signature \_\_\_\_\_

Date \_\_\_\_\_

Co-Advisor signature \_\_\_\_\_

Date \_\_\_\_\_