DEPARTMENT OF BIOENGINEERING GRADUATE STUDENT EVALUATION FORM **Part 1 - Goals**

Date: Semester / Year:

Student: Year in Program:

Degree Sought: ☐ MS Thesis ☐ MS Non-Thesis ☐ PhD

Advisor:

Part 1 is to be completed at the beginning of each semester and will be filed in the student's file within the first month of that semester.

A. Research and Scholarship (research ability and lab skill enhancement, scholarship and award proposal development, peer-reviewed manuscript and conference proceeding submission, conferences and seminar presentations preparation)

B. Coursework / Fulfillment of Degree Requirements

C. Assigned Job

20 Hours Department
10 / 10 Hours Department / Adviser
20 Hours Advisor
Scholarship

D. Elected Office (if applicable)

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

DEPARTMENT OF BIOENGINEERING GRADUATE STUDENT EVALUATION FORM
Part 2 – Self-Evaluation

Date: Semester / Year::

Student: Year in Program:

Degree Sought: ☐ MS Thesis ☐ MS Non-Thesis ☐ PhD

Advisor:

Part 2 should be filed by the student each semester for a grade determination in BioE 891 and BioE 991, please refer the evaluation guideline in Part 4.

	Excellent	**Very Good**	**Good**	**Poor**
Development of Independence				
Lab Leadership / Responsibility				
Efforts to Grasp New Concepts				
Knowledge of Relevant Literature				
Originality, Intellectual Creativity in Research				
Efforts Devoted to Quantitative Thought during Research				
Work Habits in Pursuit of Research Goals				
Improvements in Lab Skill				
Productivity in Research				
Written Communication Skills				
Oral Communication Skills				
Course Study / Degree Progress				
Assigned Job (if applicable) (Evaluation conducted by assigned supervisor)				

DEPARTMENT OF BIOENGINEERING GRADUATE STUDENT EVALUATION FORM **Part 2 – Self-Evaluation**

Please provide any general comments regarding your performance and accomplishments during this evaluation period and on specific strengths and weaknesses

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

DEPARTMENT OF BIOENGINEERING GRADUATE STUDENT EVALUATION FORM

Part 3 – Adviser Evaluation

Date: Semester / Year:

Student: Year in Program:

Degree Sought: ☐ MS Thesis ☐ MS Non-Thesis ☐ PhD

Advisor:

Part 3 should be filed by the adviser / supervisor each semester for a grade determination in BioE 891 and BioE 991. Meeting expectations in all specific areas listed below is required for a **P** grade. Please refer to Part 4 for departmental guidelines for expectations.

	Above Expectations	**Meet Expectations**	**Below Expectations**	**Unsatisfactory**
Development of Independence				
Lab Leadership / Responsibility				
Efforts to Grasp New Concepts				
Knowledge of Relevant Literature				
Originality, Intellectual Creativity in Research				
Efforts Devoted to Quantitative Thought during Research				
Work Habits in Pursuit of Research Goals				
Improvements in Lab Skill				
Productivity in Research				
Written Communication Skills				
Oral Communication Skills				
Course Study / Degree Progress				
Assigned Job (if applicable) (Evaluation conducted by assigned supervisor)				

Part 3 – Adviser Evaluation

Overall Grade (please check only one letter grade): ☐ **P** ☐ **F**

Please provide any general comments regarding the student's performance and accomplishments during this evaluation period and on specific strengths and weaknesses

I have read and discussed the content of this Evaluation with my advisor

Student Signature: _____Date:_____

Advisor Signature: _____Date:_____

Supervisor – Assigned Job (if applicable): _____Date:_____

DEPARTMENT OF BIOENGINEERING GRADUATE STUDENT EVALUATION FORM **Part 4 – Guidelines***

Goals	Evaluation Metrics
Development of Independence	1. Show initiative in planning long-term goals, monitoring progress and in disseminating findings 2. Design experiments (with a weekly written plan) and complete them independently 3. Identify research questions timely and determine several ways to address them independently 4. Revisit / reevaluate experimental protocols if the obtained data have large variability, troubleshooting lab equipment, calling up technical supports, etc.
Lab Leadership / Responsibility	1. Set a high standard for the quality of research performed in the lab (reliable data generations, presentation skills, lab management) 2. Maintain lab in safe condition and follow safety guidelines 3. Keep the lab neat, uncontaminated and in aesthetically pleasing condition 4. Grasp the overall lab operation, delegate tasks amongst members and train other students in techniques 5. Maintain, with venders, lab equipment and other facilities in good condition, keep logbooks, and track inventory requirements 6. Practice teamwork-Take initiative in assisting other students in research and written / oral communication
Efforts to Grasp New Concepts	1. Discuss at least one new idea per month with advisor 2. Read manuscripts in various research areas and propose its application regularly during lab meeting / journal clubs
Knowledge of Relevant Literature	1. Read at least 10 new papers per month in the area of research 2. Evaluate and compare the merits and drawbacks of published work and own research 3. Modify or improve research goals/plans constantly in terms of recent literature 4. Establish collaborative contacts with assistance from advisor / faculty
Originality, Intellectual Creativity in Research	1. Contribute original ideas to research projects and / or PI's proposals 2. Suggest valid modifications of research aims digressing from what advisor originally proposed 3. Adapt, alter, or refine established scienitifc methods or techniques not having been used in

DEPARTMENT OF BIOENGINEERING GRADUATE STUDENT EVALUATION FORM **Part 4 – Guidelines***

	the lab to achieve current research goals 4. Develop new techniques with considerations of financial allowance, equipmental availability, and with advisor's agreement
Efforts Devoted to Quantitative Thought during Research	1. Determine analytically, theoretically or experimentally parameters involved in research, being able to employ mathematical tools such as differential equations 2. Analyze, statistically, experimental outcomes and interpret their relevance 3. Identify parameters influencing experimental or modeling outcomes and develop solutions to reducing error margins
Work Habits in Pursuit of Research Goals	1. Demonstrate consistent work ethic / habits, such as following lab rules for work hours 2. Schedule vacation in advance and consistent with lab and University policy 3. Find positive / alternatives for negative results
Improvements in Lab Skill	1. Know precisely how all methods work 2. Know how to operate and maintain all lab instruments, even if they are not directly used for your research 3. Try to know how to operate and understand the theory behind the instruments available in the Department / University, such as SEM 4. Obtain consistant results from one experiment to the other one with minimal personal error
Productivity in Research	1. Submit at least one conference abstracts per year in average during the graduate study period 2. Submit at least one full length peer-reviewed research publication per year after passing qualifying exam (Minimum 3 during Ph. D. study) 3. All submissions must be approved by advisor and co-authors
Written Communication Skills	1. Write on average one original document (summary, proposal, protocol etc.) per month with minimal supervision.
Oral Communication Skills	1. Present research work in at least one conference per year 2. Improve overall scores obtained from departmental graduate seminar 3. Discuss in the lab meeting on the presentation skills used by the invited speakers during the Friday departmental seminar

DEPARTMENT OF BIOENGINEERING GRADUATE STUDENT EVALUATION FORM **Part 4 – Guidelines***

Course Study / Degree Progress	1. Maintain 3.5 GPA in course work 2. Take courses that would improve either current research function or future career development 3. Schedule one committee meeting per semester 4. Complete necessary degree requirements consistent with departmental timelines (GS-2, qualifying exam, etc.)
Assigned Job (if applicable) (Evaluation conducted by assigned supervisor)	

* These guidelines are established for doctoral students who have completed their first year of graduate school. First year PhD or MS students should use these metrics as targeted performance goals.