

MICHIGAN STATE UNIVERSITY
DEPARTMENT OF FISHERIES AND WILDLIFE
GRADUATE STUDENT ANNUAL EVALUATION FORM [UPDATED 2010]
FORM MUST BE SUBMITTED TO JILL CRUTH

OBJECTIVES

1. Provide opportunity for graduate students and major advisors to evaluate student performance, expectations, progress, process, outcomes, success and challenges.
2. Provide a mechanism to formally document student progress and provide accountability tool to protect students and major advisors.

DIRECTIONS: Please fill out each question to the best of your ability. Students and major advisors should consider this document a guide for setting program and performance expectations. Some tips for filling out the form include: 1) be objective rather than subjective; 2) comment on behaviors rather than traits; 3) comments should be within the control of the student; and 4) be specific not global in your assessment.

1. Date of degree program start (mm/yyyy): _____.

2. Date of most recent committee meeting (one meeting is recommended each year) (mm/yyyy): _____.

3a. **NEW STUDENTS ONLY:** What do you hope to accomplish professionally in the upcoming year? (SUMMARY)

3b. **RETURNING STUDENTS ONLY:** What have you accomplished in the past year and what do you hope to accomplish professionally in the upcoming year? How have you demonstrated leadership? (SUMMARY)

Student Comments:

Major Advisor Comments:

4. Barriers to and bridges for success (regarding your own situation or graduate studies in FW in general). Please specify. Attach additional pages if necessary.

Student Comments:

Major Advisor Comments:

5. Performance Expectations and Evaluation. How to use this table. It is expected that students will take the lead in proposing Performance Expectations. These Performance Expectations will then be altered / modified in consultation with the student's major advisor to signify mutual expectations. Information currently presented in the Performance Expectation column is meant to serve as an example. Students can use the language presented but may opt to delete it and fill in their own description. Be as specific as possible. It is expected that each year, students will work with their major advisor to determine Performance Expectations. The Rating Column should then be used by the faculty advisor to provide the student with guidance on their performance in each category of the performance expectations.

First Year Students should fill out the Performance Expectations within the first semester of arriving at MSU. These Performance Expectations will then be used at the end of Spring Semester to evaluate the progress of the student. At the same time as the evaluation, performance expectations for the following year should be developed. Students beyond their first year should expect to be evaluated on performance expectations AND should develop the next year's performance expectations in the Spring of each year.

THEME	CRITERIA	PERFORMANCE EXPECTATIONS To be determined by student and advisor each year	RATING: OUTSTANDING, GOOD, UNSATISFACTORY Text should also be added to explain rating To be filled in YRS 2+
Professional and Academic Activities	Journal articles	Published, submitted, or in preparation <i>e.g., 1 paper submitted</i>	<i>e.g., Outstanding, 1 paper published</i>
	Presentations	Guest lectures, paper/poster presentations at professional society meetings, other teaching	
	Proposals	Funded, written, in preparation	
	Supervisory skills (if applicable)	Undergraduate research assistants, lab technicians, other	
	Quality of work	Accuracy, thoroughness, efficiency regardless of volume; ability to meet standards of quality	
	Required training	Human subjects; animal subjects	
Professionalism	Independent thinking		
	Resourcefulness		
	Initiative	Motivated, imaginative	
	Representativeness	Represents department/MSU well at meetings, during fieldwork, to funding organizations, in class	
	Dedication to job	Demonstrates pride and enthusiasm, exerts extra effort, gives full attention to the job when on the job	

THEME	CRITERIA	PERFORMANCE EXPECTATIONS To be determined by student and advisor each year	RATING: OUTSTANDING, GOOD, UNSATISFACTORY Text should also be added to explain rating To be filled in YRS 2+
Communication	Outreach	Popular press articles, magazines, newspapers, radio, web	
	Oral communication	Effective speaking skills (e.g., clear, engaging, succinct)	
	Transparent	Keeps advisor and committee up to date on problems and accomplishments	
	Written communication	Effective writing skills (e.g., clear, concise, specific, accurate)	
Coursework	Completed	Successfully completed coursework requirements	
	GPA	Maintains cumulative GPA of 3.0	
Community Involvement	Service	Service/membership with/at MSU, professional societies, community groups	
	Respect	Treats others with respect, respects diversity of opinions and beliefs	
	Work relationships	Works well and actively with others (e.g., lab members)	
	Department	Active member in GSO or other campus activities (ESPP, EEBB)	
Motion on Degree	Status of research		
	Schedule for finishing	Target graduation date	
	Research goals for coming year	e.g., write first chapter of thesis or dissertation	
	Academic program goals	if needed	
Time Management	Dependable		
	Punctual	e.g., completes assignments on time; is at field site on time	
	Organization	Plans and structures work load efficiently	
	Prioritization	Ability to prioritize and balance commitments	
Other Themes			

as needed			
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6. How will the student and the faculty work to resolve any unsatisfactory performance(s) or maintain satisfactory performance(s) as noted above or otherwise (please specify)?

<p>Student Comments:</p> <hr/> <p>Major Advisor Comments:</p>
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Student Signature & Date: _____ Major Advisor Signature & Date: _____

Print Name: _____ Print Name: _____