

Department of Biological Sciences
Annual Review of Master's Students – Research and course work

Instructions

Each graduate student must arrange an annual meeting with his or her committee by March 1 of each year in the program. The meeting will give students the opportunity to update the committee on their research accomplishments and course work over the academic year, receive feedback about their research, and seek advice on their program. Based on discussions at the annual committee meeting, the committee will conduct its annual review of the student's progress in research and course work, provide a rating of the student, and give recommendations or requirements to guide the student over the next year.

This form will be used for the annual review. To facilitate discussion of student research and course work at the annual committee meeting, students will

- fill out form as completely as possible in advance of annual committee meeting
- provide committee with written progress report and copy of updated CV either at the meeting or two weeks in advance of meeting, depending on the committee's preference (students should ask their major advisor about this requirement)
- discuss with their major advisor any additional requirements that he or she may have for the annual committee meeting.

Students, their major advisor, and the Graduate Advisor will receive a copy of their annual evaluation to keep with their records. It is recommended that students use the forms to help build a record of their annual committee meetings, including candidacy, yearly accomplishments, and recommendations of the committee for improving or maintaining their productivity. Students will also receive a letter from the Graduate Advisor summarizing the results of the annual review.

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Date of annual committee meeting: _____

- Committee meetings must be held each year by March 1 to maintain standing in the graduate program. Students who enroll in the spring semester are required to hold their first committee meeting by March 1 of the year following enrollment. Students in their first year of the program who do not yet have a committee still must fill out the form, providing as much information as they can.
- Students are reminded that faculty serve on the committees of multiple graduate students in and outside of the department and may have no availability as the March 1 deadline approaches. Students therefore are strongly encouraged to schedule and hold their annual committee meeting well in advance of the March 1 deadline.

CV and written report given to committee

Student information

Name: _____

Email: _____

Telephone (lab): _____

Date enrolled in program: _____

GPA at enrollment: _____ Current GPA: _____

Committee members

- Students should identify an advisor and select a dissertation committee as soon as possible, but at the latest by March 1 of the year following admission to the program. Failure to identify a major advisor and committee by the deadline may result in an unsatisfactory annual review.
- Master's Thesis Committees shall consist of at least 3 members, including the student's major advisor.

Major advisor: _____

BIOS Member: _____

BIOS Member: _____

BIOS Member: _____

Committee Appointment Form submitted to the Graduate College

Course work

- Master's students must enroll in 33 credit hours of course work to meet degree requirements. Graduate courses are numbered 5000 and above, and more than half of credit hours should be above the 6000 level.

Course Number	Course Name (credit hours)	Date completed	Grade
Graduate Core Courses (select 2 courses, 6 hours)			
Biological Sciences Colloquium (2 semesters for 2 hours total)			
BIOS 6050			
BIOS 6050			
Electives (19 hours, may include independent research credit in BIOS 6010, 6990, 7100)			

Research requirement (6 hours; Students graduating under the Thesis Option should enroll in BIOS 7000; for the Non-Thesis Option, students should enroll in BIOS 7100)			

Permanent Program of Study submitted to Graduate College

- After completing 9 hours of course work, students must complete a Permanent Program of Study, which must be approved by the major advisor and Dean of the Graduate College.
- Any changes to your proposed coursework must be indicated in a Program Change form.

I have chosen the Thesis Non-thesis option.

- For thesis option, the 6 hrs of research credit is satisfied by taking BIOS 7000: Master’s Thesis. If you have BIOS 7000 on your Permanent Program of Study, you are expected to turn in your research project written as a thesis, using the University guidelines for that document.
- For the non-thesis option, the 6 hrs of research credit is satisfied by taking BIOS 7100: Independent Research. If you choose this option, you will turn in your research project written as a scientific paper and you must complete the “Completion of Departmental Requirements for the Master of Science Degree” form.

For Committee Members: Please circle relevant statements in boxes. An entire box need not be selected, and statements from more than one box per row may be circled.

	Beginning (first year)	Emerging (during second year)	Accomplished (before defense)
Hypothesis/Discovery Goal	Hypothesis or discovery goal not stated or not fully formulated. Some evidence of a research objective is presented. Some background and significance of proposed research given to support objective.	Hypothesis or discovery goal is stated, but is not fully defined. Scope is not sufficient for degree completion. Hypothesis or goal is not yet fully supported by preliminary data or review of scientific literature.	Hypothesis or discovery goal is clearly stated. Scope is sufficient for degree completion. The rationale for the study is well supported by data or a scholarly review of scientific literature.
Experimental Design or Discovery Goal Methods	Evidence of research method development and skill development.	Appropriate research methods with appropriate controls are proposed. The student shows developing understanding of the methodologies or reagents being used.	All research methods sufficient for degree completion are defined, with appropriate controls. The student demonstrates full understanding of the methodologies or reagents being used.
Results from Experiments or Discovery Methods	Evidence of some data collection and handling, especially associated with methods development	Some data appropriate for hypothesis testing or research goals have been collected.	Sufficient high-quality data with appropriate controls and replication were generated to test hypotheses.
Analysis and Synthesis	Limited collected data, evidence of graphical, statistical, and/or database analyses that include initial interpretation and/or synthesis.	Some data have been appropriately analyzed. Some synthesis of data into the relevant scientific literature was presented.	Data analysis is complete and the hypothesis resolved. The findings have been placed in context in the scientific literature and described in a manuscript suitable for publication in an identified, peer-reviewed journal.

Annual review rating by committee

- continuation
- continuation with reservations
- dismissal

Committee recommendations and/or requirements for student to maintain or improve annual review:

Committee signatures:

Major advisor: _____

BIOS Member: _____

BIOS Member: _____

BIOS Member: _____