

2018-19

# Annual Review of Graduate Students

Department of Chemistry  
Western Michigan University



## Department of Chemistry

### Annual Review of Doctoral Students – Research and course work

#### Instructions

Each graduate student must arrange an annual meeting with his or her committee by January 15 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.

## Annual Review of Doctoral Students – Research and course work

Date of annual committee meeting: \_\_\_\_\_

- Committee meetings must be held each year by January 15 to maintain standing in the graduate program. Students who enroll in the Spring semester are required to hold their first committee meeting by January 15 of the year following enrollment.
- Students are reminded that faculty serve on the committees of multiple graduate students in and outside of the department and may have limited availability as the January 15 deadline approaches. Students therefore are strongly encouraged to schedule and hold their annual committee meeting well in advance of the January 15 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 January 15 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.
- Doctoral Dissertation Committees consist of four members, including the major advisor, two or more members from the Department of Chemistry, and one or more External members from outside of the Department of Chemistry. Please confirm with the Graduate Advisor that your external committee member has been approved by the Graduate College.

Committee Chair: \_\_\_\_\_

CHEM Member: \_\_\_\_\_

CHEM Member: \_\_\_\_\_

External Member: \_\_\_\_\_

Committee Appointment Form submitted to the Graduate College

## Course work

- Doctoral students must enroll in 60 credit hours of course work to meet degree requirements. Graduate courses are numbered 5000 and above. A student must complete required courses at 5000 level and rest of them at 6000 level. One course should be from outside the department.

Course Number	Course Name (credit hours)	Date completed	Grade
Graduate Core Courses			
Research requirement (30 hours, includes 15 hours of CHEM 6900 and 15 hours of CHEM 7300. Students can enroll in 7300 only after they have completed their research proposal. (Chem7300 requires continuous enrollment until all dissertation requirements are completed.)			

**SEMINARS (To be Completed by Graduate Advisor)**

Attends Departmental Seminar: (Regularly \_\_\_\_\_ Not Regularly \_\_\_\_\_ Not at all \_\_\_\_\_)

**Research Proposal (To be Completed by Student)**

Proposal Title:

\_\_\_\_\_

Date of Defense: \_\_\_\_\_

**RESEARCH TOOLS (To be Completed by Student)**

\_\_\_\_\_

Date of Completion of Cumulative Exam Requirement: \_\_\_\_\_

**RESEARCH PROGRESS (To be Completed by Research Advisor) Student may include attachment if needed**

Research Progress [Meet/exceeds/below expectations]: -

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Publications: \_\_\_\_\_

Conference Presentations: \_\_\_\_\_

**TEACHING PROGRESS (To be completed by Teaching Supervisor if applicable)**

Teaching Progress [Meets/Exceeds/Below expectations]:

\_\_\_\_\_

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, Dean of the College of Arts & Sciences, and Dean of the Graduate College.
- Any changes to your proposed coursework must be indicated in a Program Change form.

**Annual review rating by committee**

- Continuation
- Continuation with reservations
- Dismissal

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

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**Committee signatures:**

Committee Chair: \_\_\_\_\_

CHEM Member: \_\_\_\_\_

CHEM Member: \_\_\_\_\_

External Member: \_\_\_\_\_

**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.**

	<b>Beginning</b> (first year)	<b>Emerging</b> (during second year)	<b>PhD Candidate</b> (during third year)	<b>Proficient</b> (before defense)
<b>Hypothesis/ Discovery Goal</b>	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 of research 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.  Specific aims for research to complete PhD degree are defined and supported by data or a scholarly review of scientific literature, written in the form of a grant proposal.	Hypothesis or discovery goal and specific aims for research are fully defined and supported by data and a scholarly review of scientific. Scope of proposed research is sufficient for degree completion.
<b>Experimental Design or Discovery Goal Methods</b>	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 for specific aims in proposal are defined, with appropriate controls. The student has full understanding of the methodologies or reagents used in proposal.	The student has demonstrated competence and full understanding of the methodologies and reagents used in thesis research.
<b>Results from Experiments or Discovery Methods</b>	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 a hypothesis and support proposed experiments.	Sufficient high-quality data with appropriate controls and replication were generated to complete proposed research.
<b>Analysis and Synthesis</b>	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 has been performed and the findings have been placed in context in the scientific literature. The synthesis of these findings is suitable for publication, and supports the specific aims in a grant proposal that will extend the research.	Data analysis has been performed and the findings have been placed in context in the scientific literature.