

This form is intended for students to reflect on and summarize their performance over the past academic year, which runs from Summer term through Spring semester each year. Students and faculty must complete this form before the end of the Spring semester each year in which the student is not graduating. In addition to completing the form below, please submit the following to your faculty advisor along with your evaluation:

- A copy of your current course plan if you have been or will be taking courses other than research or seminar. You will need to submit an updated course plan to the MAE Graduate Advising Office along with your evaluation.
- A copy of your current advising report. This is for your advisor only and does not need to be submitted to the MAE Graduate Advising Office.

Section I: To Be Completed By the Student

Student Name:		OSU EMPLID:	
Faculty Advisor's Name:			

Current degree (choose one): MS - Thesis MS - Non-Thesis PhD

Expected term of graduation: _____

PhD students only

QE Completed: Yes No QE Completion Term or Expected Completion Term: _____

CE Completed: Yes No CE Completion Term or Expected Completion Term: _____

Student Self Assessment Topics	Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations	N/A or Unable to Evaluate
Coursework	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Papers/Patents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conference Presentations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What were your goals for the past academic year?

What were your accomplishments from the past academic year?

What are your goals for the next academic year?

Section II: To Be Completed By the Faculty Advisor

Faculty advisors should meet with the student upon completion of the student's self-evaluation to review and discuss the student's past performance and to help plan for the next academic year. This process is intended to establish critical milestones and clearly articulate expectations so that students can make timely progress toward graduation.

I have been advising this student less than 6 months and am unable to evaluate him or her at this time.

Faculty Advisor Assessment Topics	Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations	N/A or Unable to Evaluate
Coursework	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Papers/Patents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conference Presentations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Optional Please complete the following questions if you are supporting this student as a GRA, Fellow, or GRA-GS Match. This is required if you plan on increasing the student's stipend for the next academic year.

Current pay rate:		Increase request:	
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If pay increase request is more than 5% please provide justification based on their experience, new responsibilities, or knowledge gained.

*At the conclusion of the review process, the faculty advisor will finalize the review and coordinate the receipt of signatures. The student and faculty advisor shall sign this document signifying discussion of the student's evaluation. The student's signature signifies that they have reviewed the document and discussed it with their faculty advisor. It does not necessarily mean that they agree with the content of the review. **Faculty advisors and students should retain a copy of this document for their records and students are required to submit a copy to the MAE Graduate Advising Office for their student record.** Once the review is finalized, if the student does not agree with the contents of the review, or does not come to an agreement with their advisor on the quality of their performance, the student can document their disagreement in a separate memo to the MAE Graduate Advising Office to be entered in the student's record.*

Student signature: _____ **Date:** _____

Faculty advisor signature: _____ **Date:** _____