

KSU Chemistry Department

Three Semester Evaluation Form

(see over for instructions)

Student's Name:

Major Professor:

Date:

Your Name:

Pass

Fail

Needs improvement

1. Classwork

2. Cumulative Exams

3. Communication - Verbal

4. Communication - Written

5. Comprehension

General Comments:

Instructions: Please complete and return this form to the major professor for review. The collected forms should then be return to Paul Smith or Mary Dooley as soon as possible following the examination.

General Instructions – Committee members

This committee meeting is intended to provide feedback to the major professor concerning the progress of graduate students during their first three semesters in the program. The meeting should be relatively informal and can be as short or as long as the committee feels is appropriate. The intent is to identify, and hopefully address, potential problem areas much earlier than the preliminary exam or final defense.

In some cases the meeting may be used by the major professor to determine if the student should stay in the Ph.D. program.

The major professor should make a (verbal or written) summary of the comments from the committee available to the student.

General Instructions – Student

The student should arrange for a meeting of their committee members after their third full regular semester in the program. This should be completed no later than the end of February (fall students) or September (spring students). The student should provide an original written (unaided by the major professor) document outlining their current research background, aims, approach and progress. The student will also give a short presentation (15-20 mins) on the same research. The students should also make their classroom grades and cumulative exam progress available to the committee for review.

Please fill out your name, name of your advisor, and the date on this form and take enough copies to the meeting for each committee member.