

# College of Veterinary Medicine Graduate Student Annual Evaluation

The College of Veterinary Medicine is beginning the process for Graduate Student Annual Evaluations. The process and the evaluation criteria are outlined below.

## Outline of Student Progress Report and Evaluation Process

### **Step One:**

The student completes the Graduate Student Annual Progress Report. This is an electronic form. When the student submits their completed Annual Progress Report, an email is generated to the advisor and each member of the committee. This email contains the information that the student submitted on the form.

### **Step Two (for advisors and committee members):**

Please review the information provided by the student on the Annual Progress Report. If you feel that the report accurately reflects the work and accomplishments of the student over the last year, simply approve the form using the link provided in the email message. If there is information to add or clarification is needed, please provide this feedback in the comment box before approving.

### **Step Three (for advisors only):**

Once you have reviewed and approved the student's Progress Report, please go to this URL to complete an evaluation for this student: <https://gradeval.vet.ohio-state.edu/graduate-student-annual-evaluation> . Please note: Due to system limitations, you will NOT be able to save the form and return to it later.

## Evaluation Criteria

Students are evaluated on a number of criteria using a Likert scale. The evaluation key is as follows:

**Significant (1)** – the student cannot complete the task without significant assistance

**Moderate (2)** – the student requires moderate assistance with this task

**Minimal (3)** – the student requires minimal assistance with this task

**Very Infrequent (4)** – the student requires almost no assistance with this task and can perform it with little supervision

**None (5)** – the student can fully complete this task with no assistance or supervision

Each section includes a "Comments" box for additional information.

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**Please note that lower scores do not necessarily indicate a problem. It is expected that students in the early stages of their academic program will score lower than students who have been here longer, as they have not had ample time to refine all of these skills.**

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The form is divided into 7 sections and the evaluation criteria are outlined below.

<p><b>Ability to Design, Conduct, and Analyze Research</b></p> <ul style="list-style-type: none"> <li>Can design controlled experiments</li> <li>Able to solve problems in the laboratory</li> <li>Can perform statistics</li> <li>Conducts procedures competently</li> <li>Demonstrates appropriate technical skills</li> <li>Seeks out and uses consultations with other researchers effectively</li> <li>Conducts research ethically</li> </ul>
<p><b>Research Knowledge</b></p> <ul style="list-style-type: none"> <li>Understands basic science of chosen field</li> <li>Familiar with and understands relevant literature</li> <li>Can critically problem solve</li> <li>Appropriately interprets lab data</li> </ul>
<p><b>Professional Conduct</b></p> <ul style="list-style-type: none"> <li>Is fully prepared at the start of an experiment</li> <li>Demonstrates good work ethic</li> <li>Interacts with others in a thoughtful fashion</li> </ul>
<p><b>Interpersonal Skills, Communication Skills, and Resiliency</b></p> <ul style="list-style-type: none"> <li>Communicates effectively and respectfully with all lab members</li> <li>Interacts collegially with other faculty and their lab members</li> <li>Demonstrates enthusiasm</li> <li>Accepts responsibility</li> <li>Accepts constructive criticism</li> <li>Handles adversity well</li> <li>Demonstrates judgment and maturity</li> <li>Supports a "team effort"</li> </ul>
<p><b>Clerical / Managerial Skills</b></p> <ul style="list-style-type: none"> <li>Maintains up-to-date lab notebook and reports</li> <li>Arrives for meetings and seminars on time</li> </ul>
<p><b>Research Activity, Course Work, Publications</b></p> <ul style="list-style-type: none"> <li>Maintains appropriate progress on research and projects</li> <li>Is cognizant of requirements and status in the graduate program</li> <li>Consults with advisor(s) in a timely and appropriate manner before presentations</li> <li>Completes presentations, abstracts, and manuscripts in a timely fashion</li> <li>Seeks out and responds to feedback on research presentations and manuscripts</li> </ul>
<p><b>Conferences / Meetings</b></p> <ul style="list-style-type: none"> <li>Participates in journal club, attends pertinent conferences</li> </ul>
<p><b>Additional Questions</b></p> <ul style="list-style-type: none"> <li>What are the particular strengths of this graduate student?</li> <li>Note specific areas or items that this graduate student should focus on improving</li> <li>Does this evaluation indicate a need for remediation?</li> <li>If yes, then please list remediation procedures</li> <li>Have you discussed this evaluation with this graduate student?</li> <li>Indicate names of faculty that participated in the review of this graduate student</li> </ul>

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