End-of-Semester Evaluation of Students

(Form sent by email to all faculty)

Cover Letter to Faculty

Dear Faculty:

The end of semester (end of year) meeting to evaluate graduate students will be <DATE/TIME/PLACE>.

In a follow-up email, I will be sending the electronic end-of-semester evaluation forms. (If you would prefer print copies, please let me know.) Please complete this form and return it for each student. For example, if you have three students to evaluate, please complete the form three separate times.

Please rate each student that you have (1) have had in a class this last semester, or (2) have supervised as either an RA or a TA, or (3) have mentored for his or her own research project. Please fill in the appropriate areas and return the form to me.

The CLINICAL WORK of students is evaluated separately. Students will be hand-delivering the forms to their supervisors.

For your convenience, there is a complete list of students at the bottom of this page.

------------------

(List of students in Program)
End-of-Semester Evaluation of Students

Student Name: ___________________________  Semester: ______________

Academic Performance

Course Title:

Overall Evaluation (Superior; Above Average; Average/Acceptable; Minimally Acceptable; Unacceptable)

Grade earned:

Comments (e.g., performance on papers, presentations, tests; class participation):

Performance as a Teaching Assistant

TA for which class? _________

Overall Evaluation (Superior; Above Average; Average/Acceptable; Minimally Acceptable; Unacceptable)

Comments (e.g., responsiveness, responsibility, effectiveness, relationship with students):

Performance as a Research Assistant

Overall Evaluation (Superior; Above Average; Average/Acceptable; Minimally Acceptable; Unacceptable)

Comments (e.g., responsiveness, responsibility, effectiveness):

Student Research Projects: Program and Extra-Program

Which Program Project? (Masters * DQEs * Dissertation)

Overall Evaluation (Superior; Above Average; Average/Acceptable; Minimally Acceptable; Unacceptable)

Comments (progress; quality; anticipated completion date; concerns, other comments/suggestions):

Other Projects/Activities (e.g., co-authored papers, conference presentations, teaching)

Comments (quality; comments/suggestions):