

**DEPARTMENT OF GEOGRAPHY
GRADUATE STUDENT PROGRESS APPRAISAL FORM**

Student Name: _____ Date: _____

Cumulative GPA _____ as of _____ (Date) Expected Completion Date: _____

To the student: Complete this form around the end of each semester (before you leave). Please fill out the information above and complete the student self-appraisal on the back of the sheet. Then ask the faculty member(s) you are working for as a TA/GA to fill in the appropriate section below and return to you. Finally, take the form to your major advisor. Your advisor will complete his/her section within a few days and give it to the secretary who will make copies for you, your advisor, and your office file. The completed form is due by the end of the grading period.

Advisor Appraisal Of Student Performance

Note to faculty: If you give a student a rating below “Good” in any category, you need to meet with the student to discuss performance.

Academic: Excellent _____ Good _____ Needs Improvement _____ Unsatisfactory _____
Comments:

Research Progress: Excellent ___ Good ___ Needs Improvement ___ Unsatisfactory ___
Comments:

Professional Activities: Excellent ___ Good ___ Needs Improvement ___ Unsatisfactory ___
Comments:

Assistantship Duties: Excellent ___ Good ___ Needs Improvement ___ Unsatisfactory ___
Comments:

Advisor Signatures:

TA/GA Advisor(s) _____ Date: _____

_____ Date: _____

Major Advisor _____ Date: _____

Advisor: Please deliver to secretary by the “grades due date” for the term.

Student Self-Appraisal Of Performance

Assess your performance in the following areas. Comment on your accomplishments, activities, or on areas of concern in each category. Be honest, but not overly critical. If you feel you gave an "Excellent" performance in an area, don't be shy about saying so. If you rate yourself below "Good" in any category, plan to meet with your advisor to discuss ways to improve your performance.

Academic: Excellent ___ Good ___ Needs Improvement ___ Unsatisfactory ___

Relates to coursework and grades.

Comments:

Research Progress: Excellent ___ Good ___ Needs Improvement ___ Unsatisfactory ___

Examples: plan of study filed? proposal written? Also mention progress on project such as literature review, chapters, data collection, etc. completed or in progress.

Comments:

Professional Development: Excellent ___ Good ___ Needs Improvement ___ Unsatisfactory ___

Examples: attendance/presentations at professional meetings; lectures given to classes or other groups, workshops, internships, or other special training; participation in graduate student organizations, service to the department, outreach activities (such as talks to K-12 groups).

Comments:

Assistantship Duties: Excellent ___ Good ___ Needs Improvement ___ Unsatisfactory ___

Comments:

Student signature _____ Date: _____