

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

Student: _____ Date: _____

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

To the Student: Complete form at the end of each semester. First complete the self-appraisal, then ask your GTA/GRA supervisor(s) to complete their section, and finally have your advisor complete the form.

To the Faculty: You must discuss performance with the student in any cases of below "Good" performance.

Deadline: End of every semester other than semester in which you graduate (submit completed form to Karen Bland in 238 Wallace Hall or at kbland@vt.edu)

Advisor & GTA/GRA Supervisor Appraisal of Student 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:

GTA/GRA Advisor(s) _____ Date: _____

_____ Date: _____

Major Advisor _____ Date: _____

Student Self-Appraisal of Performance

Assess your performance in the following areas. Comment on your accomplishments, activities, and areas of concern in each category—be honest, but not overly critical. If you feel you performed “Excellent” in an area then 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/approved, research progress such as literature review, data collection, etc.

Comments:

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

Examples: Attendance/presentations at professional meetings, lectures delivered to classes or other groups, workshops attended, internships, participation in graduate student organizations, service to the department and university, outreach activities, etc.

Comments:

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

How did you perform overall, did you meet deadlines, tasks performed, lectures or labs delivered, curriculum developed, barriers confronted, general feedback on the experience, etc. (contact Grad Director if you wish to keep private)

Comments:

Student signature _____ Date: _____