**Department of Biological Sciences**

**Graduate Programs in EE and MCDB**

**Mid-Year Evaluation for First-Year Students**

|  |  |
| --- | --- |
| Student’s Name |  |
| Graduate Program | EE  MCDB  Other: |
| Interim advisor |  |
| Date of Meeting |  |
| Based on current performance, is the student likely to be promoted to the second year | Yes  No |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **Satisfactory** | | |  |
| **Category** | **Outstanding** | **Above**  **Expectations** | **Meets**  **Expectations** | **Below**  **Expectations** | **Unsatisfactory** |
| Overall assessment |  |  |  |  |  |
| Research Rotations |  |  |  |  |  |
| Formal Course(s) |  |  |  |  |  |
| Literature/Seminar course(s) |  |  |  |  |  |
| Communication course(s) |  |  |  |  |  |
| Participation in Departmental Retreat |  |  |  |  |  |
| Attendance at Departmental Seminar |  |  |  |  |  |
| Attendance at research Seminar |  |  |  |  |  |

**General comments for student**

**For assessment criteria that fail to meet expectations, detail the strategy the student should take to rectify the weaknesses.**

**Confidential Comments for Faculty** <*to be removed prior to forwarding to the student*>

**Overview**

The Interim Advisor must meet with the student during the break between Fall and Spring semesters, before the start of classes in Spring. This report must be completed before the first week in the Spring semester. Return the completed Word document (**not** a PDF or paper copy) to Cathy Barr ([cbarr@pitt.edu](mailto:cbarr@pitt.edu)). The report will be sent to the DGS and, with the last section redacted, to the student.

**Scope of discussion**

During the meeting you must discuss the student’s performance and attendance in the following:

* Research Rotations
* Formal Coursework
* Work in communication and ethics courses
* Seminar course(s)
* Retreat
* Departmental seminar
* Departmental Research Seminar (EE or MCDB)

You must also discuss the likelihood of the student progressing into the second year and any measures that must be taken to ensure that this happens.