

N.B.: This is a draft of the new annual evaluation process for graduate students. The Graduate Studies Committee is sharing this draft to give students and advisors an idea of the evaluation process that will take place at the end of the academic year. Please check back in early Spring 2021 for a finalized copy and updated submission instructions.



College of Engineering
Department of Civil, Environmental and Geodetic Engineering
CEGSP Annual Graduate Student Evaluation Overview

The Civil Engineering Graduate Studies Program's (CEGSP) annual evaluation process is an opportunity for students, advisors, and the Civil Engineering Graduate Studies Committee to review each graduate student's progress, recognize student accomplishments, address any areas for improvement, and establish goals for the upcoming year. The evaluation is intended to be collaborative and consultative, making sure that the student's needs are being met by the program and the advising relationship, as well as to ensure timely progress through the program. The annual completion of the graduate student evaluation is mandatory for all graduate students in CEGSP, and all sections of the review should be completed shortly after the end of Spring Semester. The information gathered in this process will be used by the Graduate Studies Committee to evaluate the extent to which a student is making reasonable progress, to identify opportunities for improvement for the program and advising, and to gather anonymous data for the annual assessment of the program's learning outcomes.

Instructions

- (1) Student complete the CEGSP Annual Graduate Student Self-Report and gather necessary attachments.
- (2) Student meets with their advisor(s) to discuss the self-report and obtain their feedback and signature(s) on the CEGSP Advisor Evaluation Form.
- (3) The student then submits all required documents to the CEGSP for GSC review. The deadline for all materials is [TBD—shortly after end of Spring semester]. The CEGSP will follow up on any necessary items by [TBD].



College of Engineering

Department of Civil, Environmental and Geodetic Engineering

CEGSP Annual Graduate Student Self-Report

Student Name: _____ Campus ID (lastname.#): _____

Program: ___ MS – Thesis ___ MS – Non-thesis ___ PhD (Term candidacy achieved: ___)

First semester in present program: _____

Graduate Track: _____

Advisor(s): _____

cGPA: _____

Provided by student or program:

___ updated CV

___ advising report

___ latest study plan

___ copy of last year's CEGSP Annual Graduate Student Self-Report and Advisor Evaluation

DRAFT

Professional Activities

For the period Summer to Spring, please share information about any relevant accomplishments below. Please note that it is not expected for students to be able to report something in all or any of these categories; they are simply a guide for the sort of information students should consider reporting.

Category	List Specific Items
Formal Presentations (indicate if presented at a conference, workshop, to an external group, to a sponsor, ...)	
Articles or book chapters (indicate if published or under review)	
Grants or fellowships applied for or awarded (specify applied/awarded and OSU or external)	
Other Non-class Assigned Significant Products (Preparing annual reports, ...)	
Internships	
Awards	
Membership or Active Participation in Professional Societies	
Service to OSU Organizations	

Progress Toward Degree

MS students, in a few sentences, please describe your progress in any/all of these areas: progress toward completing coursework, progress in developing a thesis/project topic (e.g., initial stages, approved by advisor, etc.), progress in writing and defending your thesis, or master's exam/project; or other research/professional activities (i.e. field work, papers) in the past year.

PhD students, in a few sentences, please describe your progress in any/all of the following areas: Progress made in preparing for publication any research conducted before entering your present program, progress on candidacy exams (topics selected, committee formed, etc.), progress made on your research proposal (if applicable), progress made on your dissertation.

[text box]

Student Goals

Referencing last year's annual evaluation or incoming conversations with your advisor, have you met your academic, research, and/or professional development goals from the previous year? Please elaborate on what went well and/or what could have been better in a few sentences.

[text box]

Program and Advisor Support

In a few sentences, please share any positive efforts or practices on the part of the Civil Engineering Graduate Studies Program and/or on the part of your advisor(s)/advising committee, as well as any concerns or opportunities for improvement. It may be helpful to reference the Graduate School's Graduate Advising Best Practices, including Graduate Student, Graduate Advisor, and Graduate Program Responsibilities:

<https://gradsch.osu.edu/handbook/h-graduate-advising-best-practices>)

[text box]

Additional Information

Please note here any additional information that should be considered in evaluating your performance and progress (optional).

[text box]



College of Engineering
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CEGSP Advisor Evaluation Form

Name of Student: _____ Name of Advisor: _____

Name of Co-Advisor (if applicable): _____

Advisor(s) rating of student's overall progress in previous academic year (SU, AU, SP)—please consider coursework, research, professional development, etc.:

unsatisfactory / needs improvement / meets or exceeds expectations

Please elaborate on the rating above:

[text box]

After discussion with the student, please summarize the academic and/or research goals agreed upon for the upcoming year:

[text box]

Signatures

Student
Advisor
Co-advisor, if applicable