**Physics Annual Committee Meeting Evaluation Rubric**

This form is intended to provide feedback to the student, the advisor, and the program on the required annual meeting of students with their faculty committees. Part II of this form should be completed by the committee chair in consultation with the rest of the committee and the advisor. The information should then be entered into the Qualtrics form, where it will be automatically sent to the committee chair, advisor, graduate chair, and the student.

**Part I**

Name of Student (Last, First):

Student email:

When the student entered program (semester, year):

Degree goal (Ph.D. or M.S.):

Committee members present (at least three members must be in attendance, either in person or remotely, including the advisor):

Chair:

Chair’s email:

Advisor:

Advisor’s email:

Member:

Member:

Member:

Date of meeting (Month/Day/Year):

Has student advanced to candidacy for the Ph.D.? (Yes/No)

**Part II** (to be completed by committee chair following meeting)

*Summarize the progress the student has made toward the degree during the past year (course work, exams, research, publications, presentations). Note any specific or general areas of concern.*

*If the student has advanced to candidacy, summarize what the student needs to accomplish in order to have a defensible dissertation and give your best estimate of when that might occur.*

*Note any additional recommendations for this student’s professional development outside the standard program requirements. (Examples: additional coursework or self-study, training in specific skills, English language training for international students, writing instruction, symposia or short courses at conferences.)*

*Comments on student’s Individual Development Plan (IDP). (Required)*

*Rate the student on the following (Excellent, Good, Fair, or Poor)*

*Knowledge about the research topic.*

*Progress toward degree completion.*

*Ability to communicate effectively in both written and oral form.*

*Ethical and responsible conduct.*