

GRADUATE STUDENT ANNUAL REVIEW FORM



Department of Environmental Health and Engineering

Student: _____

Academic Year: _____

Advisor: _____

Date: _____

Hopkins ID: _____

PHD ☐

Masters ☐

PART I: GRADUATE STUDENT SELF-EVALUATION & SELECTION OF REVIEW COMMITTEE (To be completed by the graduate student with input from Faculty Advisor about Review Committee.)

This section should be completed and returned electronically to the Department (Adena Rojas, arojas@jhu.edu) no later than December 1. The Annual Review Committee should meet to conduct the student's formal review by December 15. Incomplete forms will not be accepted.

Selection of Review Committee (with input from Faculty Advisor):

Proposed Date of Committee
Review: _____

Department Examiner #1
Name/Position/Email: _____

Department Examiner #2
Name/Position/Email: _____

Outside Examiner #1
Name/Position/Email: _____

Outside Examiner #2
Name/Position/Email: _____

Outside Examiner #3
Name/Position/Email: _____

Note: Academic Staff will assign chair.

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Student Self-Evaluation: *Please list academic accomplishments achieved over the previous year*

Have you completed the Responsible Conduct of Research course? ☐ No ☐ Yes

Academic Progress (i.e., course progress, progress towards DQE/GBO, defense, discuss and set deadlines)

Research and Publication Progress (i.e., thesis topic, ability to distill research, quality/quantity of research, future publications, ability to think of and discuss new ideas, overall progress)

Professional Development (i.e., conferences attended, presentation skills, writing skills, communication skills, conduct)

Logistics/Other (i.e., graduation timeframe, specific grant requirements, present funding, progress towards students post-graduate goals, unaddressed concerns)

Please include a tentative plan for completion of course work.

What is your anticipated graduation date?

Have you encountered any roadblocks or problems that would prevent you from moving forward in your program of study?

Additional Comments:

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PART II: ASSESSMENT BY ANNUAL REVIEW COMMITTEE (by the chair)

Part II should be completed, signed, and returned electronically to the Faculty Advisor by December 15 and to the department via arojas@jhu.edu. The Annual Review Committee will discuss and provide recommendations (with applicable deadlines) on the following topics:

Academic Progress (i.e., course progress, progress towards DQE/GBO, defense, discuss and set deadlines)

Research and Publication Progress (i.e., thesis topic, ability to distill research, quality/quantity of research, future publications, ability to think of and discuss new ideas, overall progress)

Professional Development (i.e., conferences attended, presentation skills, writing skills, communication skills, conduct)

Logistics/Other (i.e., graduation timeframe, specific grant requirements, present funding, progress towards students post-graduate goals, unaddressed concerns)

ACADEMIC PROGRESS: (Please list any conditions.)

☐ Satisfactory ☐ Satisfactory with conditions ☐ Unsatisfactory with academic probation

Annual Review Committee Chair Name: _____

Signature: _____

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Additional Comments:

I have reviewed the completed ANNUAL REVIEW COMMITTEE'S EVALUATION with my advisor and I have seen my ADVISOR'S comments.

Student's signature: _____

Date: _____

Advisor's signature: _____

Date: _____

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Part III: IN-PERSON MEETING (FACULTY ADVISOR AND STUDENT)

Please complete, sign, and return electronically to the Department by the Advisor/Student (arojas.jhu.edu) by Jan. 15th.

To the advisor and graduate student: This form is intended to guide a discussion between advisor and graduate student about the previous academic year's accomplishments, progress, and areas for improvement. This discussion is an opportunity to evaluate the previous academic year's accomplishments, delineate upcoming goals for next year, and create a more effective research partnership.

Comments:

Recommendations/Goals:

ACADEMIC PROGRESS: (Please list any conditions.)

☐ Satisfactory ☐ Satisfactory with conditions ☐ Unsatisfactory with academic probation

I have reviewed this document with my advisor and I have seen his/her comments

Student's signature: _____

Date: _____

I have reviewed this document with my advisee and have discussed in depth his or her academic progress, highlighting successes, my goals and recommendations for the coming year, and addressing any academic concerns and areas for improvement.

Advisor's signature: _____

Date: _____