**Graduate Student Advisor Evaluation Form**

Please fill out the following information for your student, sign, and return to the Director of Graduate Studies of your department or program.

The first page reflects the student’s academic progress in their program, with a particular focus on this academic year. The second page reflects the student’s performance in their role as a graduate assistant; please only fill out for students who are research or teaching assistants. Students should also have submitted a self-evaluation form to you that will overlap somewhat with the first page of this evaluation. Please add additional pages, if necessary

|  |  |
| --- | --- |
| Name |  |
| Academic year |  |
| Degree Sought |  |
| First semester of graduate studies at Tulane |  |
| Expected completion date of PhD or masters work |  |
| Did the student complete any milestones this year? (Yes/No, plus explanation) |  |
| Is the student on track for timely graduation?[[1]](#footnote-1)\* (Y/N) |  |
| Please comment on the student’s coursework (Rate 1-5, and explain)[[2]](#footnote-2)+ |  |
| Please comment on the student’s research productivity (Rate 1-5 and explain)+ |  |
| Please list any recommendations for improvement |  |
| Please list any of the student’s accomplishments you particularly want the department to be aware of  |  |

Please fill this part of the form out if the student was a graduate assistant for the fall and/or spring of this academic year. Add additional pages, if necessary.

|  |  |
| --- | --- |
| Student name |  |
| Supervisor name |  |
| Academic year |  |
| Assignment (Teaching, Research, Other) |  |
| If TA, which courses? Were they graders, lab TA, instructor of record? |  |
| Please describe the GA’s quality of work (Rate 1-5 and explain)[[3]](#footnote-3)+ |  |
| Please describe the GA’s initiative, self-direction, and self-determination (Rate 1-5 and explain)+ |  |
| Please describe the GA’s time management (Rate 1-5 and explain)+ |  |
| Please describe the GA’s interpersonal skills; do they work effectively and appropriately with others? (Rate 1-5 and explain)+ |  |
| Areas of strength |  |
| Opportunities for growth |  |

The undersigned met and discussed this evaluation on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor/Advisor’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Graduate Student’s Signature

1. \* 2 years for a master’s degree, 3 years for a master of fine arts, 5-7 years for a PhD. [↑](#footnote-ref-1)
2. + 1 being unsatisfactory, 3 being average/meets expectations, 5 being exemplary [↑](#footnote-ref-2)
3. + 1 being unsatisfactory, 3 being average/meets expectations, 5 being exemplary [↑](#footnote-ref-3)