

## Doctor of Philosophy Environmental Design and Planning

### Annual Student Evaluation by Mentor

Purpose: To provide the PhD program with an annual update of student progress over the academic year and goals for the next academic year

**Instructions:**

- Student is to complete the Annual Student Self-Evaluation form and submit it to the mentor each spring semester by April 15.
- Student and mentor will review the Self-Evaluation by May 1 and return it to PhD Graduate Coordinator; if this is not completed a registration hold may be placed until it is completed.
- The mentor will use the student's Self-Evaluation form to prepare the Annual Evaluation by Mentor each spring and submit to the PhD Graduate Coordinator no later than May 15.
- Additional sheets may be used if necessary.

<b>Student's Name</b>		<b>Semester of Evaluation</b>	
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<b>Mentor's Name</b>	
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<b>Student's Concentration</b>	<input type="checkbox"/> Design	<input type="checkbox"/> Planning	<input type="checkbox"/> History, Theory, Criticism
	<input type="checkbox"/> Healthcare and Healing Environments		

<b>Have you and the student met to discuss the Annual Self Evaluation?</b>	<input type="checkbox"/> Yes	Date:		<input type="checkbox"/> No
<b>How many students do you currently serve as chair?</b>		<b>What is the current number of student committees you serve on as a member?</b>		

Rating			
Criteria	Satisfactory	Satisfactory With Requirements (Deficiencies below)	Probationary (Deficiencies below)
Sufficient progress in course work, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sufficient progress towards candidacy, if	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sufficient progress in dissertation, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attended or presented at seminars/meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Previous year's goals accomplished	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Realistic goals set for upcoming year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presentation of synopsis of past year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall evaluation of student's progress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Recommendations for Deficiencies</b> <i>(to be corrected by date indicated) (You may attach additional sheets if necessary)</i>

<b>Mentor's Remarks / Recommendations</b> <i>(You may attach additional sheets if necessary)</i>	
<b>Mentor's Signature</b>	<b>Date</b>

<b>PhD Director Remarks / Recommendations</b>

<b>Ph.D. Director Approval</b>	<b>Title</b> Director, Ph.D. Program	<b>Date</b>
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