Form 2

LSU Department of Geography and Anthropology
Annual Graduate Student Evaluation Form

Name of student _____ Date _____

Degree sought _____ Date entered program _____

Student is funded by: (fellowship, assistantship, self, other source) _____

Name of advisor/major professor _____

Directions: This form will be completed, reviewed and signed by the student and the major professor every year: page one first is to be completed and signed by the student, **a current CV attached**, and then page two is completed by the advisor (at a meeting of the two) and then signed by the student. Every second year (the student's 2nd, 4th, 6th year in the program) the form will be reviewed by a committee of two additional faculty members selected by the student (usually M.A. or Ph.D. committee members.) If any member of the committee deems any area of the student's work unsatisfactory, that member may call a meeting of the committee, major professor and student to discuss the student's progress. Otherwise simple signatures of the committee will be appended to the form.
Deadline: This form is to be completed by February 1st. When a committee review is required, the committee must complete their review by March 1st. The form will then be placed in the student's file in the graduate office.

Part One: Student Self-Evaluation Questions. (The student completes)

1. What direct progress have you made towards your degree? (Please include course work completed [with course number, title, instructor name and grade earned], exams passed or failed, written work [proposal, chapters] submitted/defended.)

2. Was there anything that happened during the year that affected your progress that you want your committee to be aware of? You are under no obligation to reveal personal information.

3. What other work, beyond that directly related to completion of the degree, did you engage in? (Include conference papers presented, sessions organized, articles submitted for publication/published, grant proposals submitted/funded, committees served on, departmental activities [GAS], volunteer work, community service, etc.)

4. If you are a teaching assistant, please describe your duties.

Signature of student _____ Date _____

Please attach a current CV to this form.

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Part Two: Advisor/Major Professor Evaluation of Student

1. In light of numbers 1 and 2 in Part 1, was the student's progress toward his/her degree satisfactory? Please elaborate. If improvement is suggested, what could the student do in the coming year?

2. In light of number 3 in Part 1, were the student's professional activities satisfactory? If improvement is suggested in this area, what could the student do in the coming year?

3. If the student was a GA, was his/her performance of these duties satisfactory? Please elaborate. (If the student did not work as GA for his/her advisor, the advisor should review the GA evaluation forms and contact the supervisor for whom the student worked if necessary.) If improvement is suggested in this area, what could the student do in the coming year?

4. Please evaluate the student's overall progress. Is that progress satisfactory? Does this student warrant continued funding? Should this student be considered for funding in the future if not currently funded?

Signature of Advisor/Major Professor _____ Date _____

Signature of Student _____ Date _____

Signature of Committee Member _____ Date _____

Signature of Committee Member _____ Date _____