Appendix B

Progress Evaluation Form

University of Notre Dame
Department of Computer Science and Engineering

Student’s Name:___________________________________
Semester:________________

Every graduate student with a research advisor must complete this form every semester. Students must complete Part A and deliver it to the advisor by the last day of classes. Advisors complete Part B and deliver to the Director of Graduate Studies by the last day of finals. A copy will be sent to student and advisor and placed in the permanent file.

Part A – Student Must Complete

Briefly summarize your primary research activity:

List all papers submitted or accepted for publication in this semester:

List other visible scholarly output such as experimental results obtained, lectures given, posters presented, patents obtained, software created, awards earned, internship experience, etc.

How is your progress with respect to your last semester’s plan?
What is your next milestone toward an M.S. or Ph.D. degree? Briefly, what work remains to be done to accomplish this goal?

List courses taken and grades expected this semester:

Student Signature ______________________________________________

Student’s Name: ______________________________________________

Semester: _______________
Part B – Advisor Must Complete

Evaluation Grades:

E  Excellent
S  Satisfactory
I  Improvement Needed
U  Unsatisfactory

_____ Research Productivity
_____ Written Communication
_____ Oral Communication
_____ Motivation and Attitude
_____ Reliability and Work Ethic
_____ Overall Performance

Note: If the overall performance is I or U, the advisor should state below how the student must improve, and in what time frame improvements must occur.

Additional comments and suggestions for the student:

Advisor’s Name:  ___________________________________

Advisor’s Signature  _________________________________   Date:  __________