

The aim of this document is to promote student-mentor communication that is relevant to the students Individual Development Plan (IDP), and to document student achievement. It should be completed at the end of the fall and spring semesters. The “student” section should be completed first and sent to the mentor who will complete the “faculty” section, which should be digitally signed the completed form emailed to BCBprogram@outlook.com

SECTION 1

To be completed by the graduate student

A. Graduate Program: _____ **Semesters in Program:** _____

Student Name: _____ **Mentor Name:** _____

B. Date of Evaluation: _____

Please check all the boxes below that have been completed by the date of evaluation:

Advisory Committee (SAC) chosen:	<input type="checkbox"/>	Comprehensive Examination:	<input type="checkbox"/>
SAC Meeting (this semester):	<input type="checkbox"/>	Research Proposal:	<input type="checkbox"/>
Coursework complete:	<input type="checkbox"/>	Candidacy:	<input type="checkbox"/>

C. State your long-term Career Goal:

D. List your short-term goals (major objectives for the next year):

E. Estimate your effort for each category listed below that you expect will be necessary to achieve your objectives for next year (total should be 100%):

Research:	<input type="checkbox"/>	Coursework:	<input type="checkbox"/>
Reading Literature:	<input type="checkbox"/>	Teaching:	<input type="checkbox"/>
Writing:	<input type="checkbox"/>	Travel:	<input type="checkbox"/>

F. What additional resources do you think will help you to achieve your short term goals?

G. List the objectives for the past semester that were achieved, and for those that were not met describe the hurdles or issues that prevented you from achieving them:

H. Provide in citation format, any manuscripts, abstracts (poster or oral presentation), awards, or other relevant achievements obtained during the past reporting period.

SECTION 2

To be completed by the Mentor

A. Student Name: _____ Mentor Name: _____

Graduate Program: _____ Date of Evaluation: _____

B. Please rate student performance relevant to your Expectations in each category:

Evaluation Category	Below	Meets	Exceeds
Research Expertise – <i>hands in the lab, timely productivity</i>			
Intellectual Development – <i>knowledgeable, ability to discuss</i>			
Independence – <i>ability to drive their own project</i>			
Writing Skill – <i>degree of editing needed for abstracts/papers</i>			
Professionalism- <i>interaction with mentor/colleagues/peers</i>			

C. List in order of highest priority, your expected goals for the student in the next year:

D. Estimate the effort that you recommend the student allocate to complete these goals for each category listed below (total should be 100%):

Research:	<input type="text"/>	Coursework:	<input type="text"/>
Reading Literature:	<input type="text"/>	Teaching:	<input type="text"/>
Writing:	<input type="text"/>	Travel:	<input type="text"/>

E. Please comment on the student's self-assessment of goals achieved last semester and their explanations for why some goals were not met.

F. Please comment on student's strengths and suggest actions that you believe will help the student in areas that need improvement.

SECTION 3

To be completed by both Mentor and Student

By signing below I acknowledge that I have read and understood the information provided by both parties.

Date

Date