**Annual Industrial/Organizational Psychology Doctoral Student Evaluation**

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Advisor**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Table of Contents

Evaluation Procedure 3

Part I – Student Section 4

Part II – Faculty Section 6

**PROCEDURE**

1. Student will complete Part I annually
2. Student will email completed Part I to their primary advisor by the last day of finals in the spring semester along with his/her CV
3. Primary advisor will generate preliminary ratings
4. All I/O faculty will meet and review the ratings (sometime in May)
	1. Discrepancies in ratings will be discussed and consensus will be reached
	2. Primary advisor will record feedback and finalize ratings
	3. Completed evaluation will be sent to the student for review
5. Primary advisor and student will schedule a formal meeting in order to discuss ratings and provide and receive developmental feedback, respectively (sometime in June)
6. Evaluation will be added to the student’s personnel file

**PARTS OF THE EVALUATION.**

1. STUDENT INFORMATION.
2. RATINGS BY ADVISOR.

**PART I. STUDENT INFORMATION.**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year Started Program: \_\_\_\_\_\_\_\_\_\_

Started Program With: [ ]  Bachelor’s [ ]  Master's

Career Intentions: [ ]  Academic [ ]  Applied [ ]  Undecided

1. RESEARCH EXPERIENCE (Create a section for each semester and briefly describe projects, dates, and faculty supervisor.)
2. TEACHING EXPERIENCE (Create a section for each semester and identify the course, faculty supervisor, dates, and level of responsibility [e.g., graded papers, lectured, had full responsibility for the course; if available, provide teaching ratings and comments for the classes and/or labs instructed].)
3. FIELD EXPERIENCE (Create a section for each semester and briefly describe [i.e., one sentence] experiences in ongoing organizations of a research, consulting, or practicum nature. Where possible, include organization, location, dates, and faculty supervisor.)
4. PUBLICATIONS AND PRESENTATIONS (Use APA style)
5. I/O PROGRAM ACTIVITIES (Create a section for each semester and briefly describe activities that contribute to the functioning of the I/O program [e.g., organizing speaker's visits, housing visiting students, contacting prospective students, organizing social events for the program].)
6. PROFESSIONAL MEMBERSHIPS
7. OTHER (Other activities that should be noted in your evaluation.)
8. GOALS (Describe specific goals for the upcoming semester(s) [e.g., What progress or milestones do you expect to accomplish? Will you be submitting papers for publication, conferences? Will you apply for any grants or funding? What skills would you like to improve upon?].)

**Coursework and Grades**

Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Grade Course Grade

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

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

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

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

Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Grade Course Grade

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

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

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

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

Repeat for each semester of classes taken**Optimal Timeline** (Recommended completion time)

1. Propose Master’s thesis – Fall of second year
2. Defend Master’s thesis – Summer of second year
3. Written comprehensive exam – Summer of third year
4. Oral comprehensive exam – Fall of fourth year
5. Propose doctoral dissertation – Spring of fourth year
6. Defend doctoral dissertation – Summer of fifth year

**Program Progress** (Please identify the specific semester and year you aim to complete each program milestone. Refer to the optimal timeline above. Update annually.)

|  |  |
| --- | --- |
|  | Completion Goal (Semester/Year) |
| Propose thesis | \_\_\_\_\_\_\_\_\_\_ |
| Defend thesis | \_\_\_\_\_\_\_\_\_\_ |
| Written comprehensive exam | \_\_\_\_\_\_\_\_\_\_ |
| Oral comprehensive exam | \_\_\_\_\_\_\_\_\_\_ |
| Propose dissertation | \_\_\_\_\_\_\_\_\_\_ |
| Defend dissertation | \_\_\_\_\_\_\_\_\_\_ |

**Program Milestones**

Master's Thesis

 – Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 – Date Proposal Approved: \_\_\_\_\_\_\_\_\_\_

 – Date Defense Approved: \_\_\_\_\_\_\_\_\_\_

Written Comprehensive Exam

 – Passed: [ ]  Yes \_[ ]  No [ ]  Have not taken

 – Exam Date: \_\_\_\_\_\_\_\_\_\_

Oral Comprehensive Exam

 – Passed: [ ]  Yes \_[ ]  No [ ]  Have not taken

 – Exam Date: \_\_\_\_\_\_\_\_\_\_

Doctoral Dissertation

 – Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 – Date Proposal Approved: \_\_\_\_\_\_\_\_\_\_

 – Date Defense Approved: \_\_\_\_\_\_\_\_\_\_

**PART II.  RATINGS BY ADVISOR**

**Progress toward Degree**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Behind Schedule | On Schedule |  |  | Date of Completion(Semester/Year) |
| Propose thesis | [ ]  | [ ]  |  |  | \_\_\_\_\_\_\_\_\_\_ |
| Defend thesis | [ ]  | [ ]  |  |  | \_\_\_\_\_\_\_\_\_\_ |
| Written comprehensive exam | [ ]  | [ ]  |  |  | \_\_\_\_\_\_\_\_\_\_ |
| Oral comprehensive exam | [ ]  | [ ]  |  |  | \_\_\_\_\_\_\_\_\_\_ |
| Propose dissertation | [ ]  | [ ]  |  |  | \_\_\_\_\_\_\_\_\_\_ |
| Defend dissertation | [ ]  | [ ]  |  |  | \_\_\_\_\_\_\_\_\_\_ |

Comments:

**Performance in Courses**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Below Expectations | Meets Expectations | Insufficient Information |  |  |
| Grades in courses | [ ]  | [ ]  | [ ]  |  |  |
| Participation in courses | [ ]  | [ ]  | [ ]  |  |  |
| Quality of coursework | [ ]  | [ ]  | [ ]  |  |  |

Comments:

**Research Performance**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Unacceptable | Below Expectations | Meets Expectations | Exceeds Expectations | Insufficient Information |
| Developing research questions | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Designing and implementing studies | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Data analysis and drawing inferences from data | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Writing manuscripts | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Time-to-completion of manuscript milestones (e.g., writing Method section) | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

Comments:

**Teaching Performance**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Unacceptable | Below Expectations | Meets Expectations | Exceeds Expectations | Insufficient Information |
| Assignments/grading time management |  [ ]  |  [ ]  |  [ ]  |  [ ]  |  [ ]  |
| Responsive to students  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Responsive to supervisor/faculty instructor  |  [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Grading |  [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

Comments:

**Professionalism**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Unacceptable | Below Expectations | Meets Expectations | Exceeds Expectations | Insufficient Information |
| Communication with students and faculty  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Represents TAMU well at conferences | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Attendance at program activities (e.g., colloquium) | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Responsive to constructive feedback | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

Comments:

**Oral Communications and Presentations**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Unacceptable | Below Expectations | Meets Expectations | Exceeds Expectations | Insufficient Information |
| Delivers high quality presentations in courses and colloquia | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Articulate in communicating research | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Demonstrates mastery of content | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

Comments:

**Written Communication**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Unacceptable | Below Expectations | Meets Expectations | Exceeds Expectations | Insufficient Information |
| Follows appropriate stylistic guidelines (e.g., APA, business communications [emails]) as warranted | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Communication of scholarly work | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Terminology, grammar, and writing style | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

Comments:

**Application of Knowledge and Skills in Field Settings**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Unacceptable | Below Expectations | Meets Expectations | Exceeds Expectations | Insufficient Information |
| Demonstrates mastery in scholarly and applied contexts | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Time management | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Ability to work autonomously | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

Comments:

**Professional Development**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Unacceptable | Below Expectations | Meets Expectations | Exceeds Expectations | Insufficient Information |
| Involvement with extracurricular scholarly endeavors | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Activity at conferences | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Career planning and preparation | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

Comments:

**Overall Evaluation** (Holistic summary of all the preceding factors.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Unacceptable | Below Expectations | Meets Expectations | Exceeds Expectations | Insufficient Information |
| [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

Comments: