BME 498 Midterm and Final Evaluations

These forms are intended to assist faculty with evaluating the progress of mentored undergraduate researchers and provide documentation of student progress in BME 498.

The following are elements to the academic progress review:

- A student self-report and assess of academic or professional progress
- A review prepared by the advisor or supervisor to focus on an assessment of progress and strengths and weaknesses. A copy of this written review is given to the person undergoing the evaluation.
- An opportunity to discuss this review in person

Benefits of academic and professional review: Midterm and final review helps trainees progress successfully through their professional development and career by allowing timely diagnosis of deficiencies, clarification of expectations for performance, and identification of opportunities for improvement.

Evaluation of all trainees will be performed by the mid-term deadlines (Fall: October, Spring: March, Summer: June).

Additional evaluation time points may be added at the discretion of the faculty member.

It is the responsibility of the individual to fill-out this self-assessment then arrange to meet with your research advisor or PI. Both must sign the form, and copies will be retained by both. Completion of the midterm evaluations is mandatory for receiving a grade in the course.

Students must turn in a copy to the advising office to receive tech elective credit.

The student and advisor forms should be filled mid-term every semester for a grade determination in BME 498 at the end of the semester.

Evaluation forms will become part of the permanent written record, and may be shared in part or in total as appropriate and on a ‘need to know’ basis with graduate committees, HR, other faculty, or department or college level personnel.

<table>
<thead>
<tr>
<th>Overall Assessment Benchmarks:</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter Grade:</td>
<td>Outstanding</td>
<td>Very Good</td>
<td>Average</td>
<td>Needs Improvement</td>
<td>Unacceptable</td>
<td></td>
</tr>
<tr>
<td>Description:</td>
<td>10</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
</tr>
<tr>
<td>Numerical Score:</td>
<td>10</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
</tr>
</tbody>
</table>
PART 1 UNDERGRADUATE TRAINEE FORM

Name: __________________________________ Date: __________

Faculty Advisor: __________________________ Direct supervisor (if not faculty): __________________________

Start Date in Lab: ________________ Major and Degree Program at Purdue: ________________

Student Self-Assessment:

1. Research Performance (discuss as applicable: research topic, ability to conduct quality research, originality and creativity in research, improvements in lab skills, overall progress and accomplishments)

GRADE/SCORE: 10 9 8 7 6 5 4 3 2 1

STRENGTHS:

WEAKNESSES:

ACTION ITEMS:

2. Professionalism (discuss as applicable: conduct, written and oral communication skills, communication with mentor and team including following experimental design, work ethic/habits, such as following lab rules for work hours or attendance)

GRADE/SCORE: 10 9 8 7 6 5 4 3 2 1

STRENGTHS:

WEAKNESSES:

ACTION ITEMS:

3. Literature and Documentation Assessment (discuss as applicable: knowledge of relevant literature, responsible data storage and presentation, ability to think of and discuss new ideas, future publications)

GRADE/SCORE: 10 9 8 7 6 5 4 3 2 1

STRENGTHS:

WEAKNESSES:

ACTION ITEMS:
4. **Time management and organizational skills** *(discuss as applicable: organizational skills, research documentation)*

GRADE/SCORE: 10 9 8 7 6 5 4 3 2 1

STRENGTHS:

WEAKNESSES:

ACTION ITEMS:

(Optional) Please provide general comments regarding your performance and accomplishments during this evaluation period, how you feel things are going in the laboratory, and on strengths, weaknesses and action items not mentioned above:
PART 2  ADVISOR/SUPERVISOR FORM

The completed form containing the self-assessment and the advisor evaluation should be discussed and signed by mid-term (October, March, and June) for a grade determination in BME 498 at the end of each semester. Please circle one rating per category below and include an overall assessment rating in the shaded box.

Advisor Assessment

1. Research Performance (discuss as applicable: research topic, ability to conduct quality research, originality and creativity in research, improvements in lab skills, overall progress and accomplishments)

GRADE/SCORE:  10  9  8  7  6  5  4  3  2  1
STRENGTHS:

WEAKNESSES:

ACTION ITEMS:

2. Professionalism (discuss as applicable: conduct, written and oral communication skills, communication with mentor and team including following experimental design, work ethic/habits, such as following lab rules for work hours or attendance)

GRADE/SCORE:  10  9  8  7  6  5  4  3  2  1
STRENGTHS:

WEAKNESSES:

ACTION ITEMS:

3. Literature and Documentation Assessment (discuss as applicable: knowledge of relevant literature, responsible data storage and presentation, ability to think of and discuss new ideas, future publications)

GRADE/SCORE:  10  9  8  7  6  5  4  3  2  1
STRENGTHS:

WEAKNESSES:

ACTION ITEMS:
4. Time management and organizational skills (discuss as applicable: organizational skills, research documentation)

GRADE/SCORE: 10 9 8 7 6 5 4 3 2 1

STRENGTHS:

WEAKNESSES:

ACTION ITEMS:

<table>
<thead>
<tr>
<th>Overall Assessment:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter Grade: A</td>
</tr>
<tr>
<td>Description: Outstanding</td>
</tr>
<tr>
<td>Numerical Score: 10</td>
</tr>
<tr>
<td>B</td>
</tr>
<tr>
<td>Very Good</td>
</tr>
<tr>
<td>9</td>
</tr>
<tr>
<td>C</td>
</tr>
<tr>
<td>Average</td>
</tr>
<tr>
<td>8</td>
</tr>
<tr>
<td>D</td>
</tr>
<tr>
<td>Needs Improvement</td>
</tr>
<tr>
<td>7</td>
</tr>
<tr>
<td>E</td>
</tr>
<tr>
<td>Unacceptable</td>
</tr>
<tr>
<td>6</td>
</tr>
</tbody>
</table>

(Optional) Please provide general comments regarding performance and accomplishments during this evaluation period and on specific strengths and weaknesses, as well as for setting action items or expectations:

Faculty Advisor: I have met with the undergraduate trainee and have discussed this evaluation.

_______________________________ (Faculty Signature) Date __________

Direct Supervisor (If not Faculty): I have met with the undergraduate trainee and have discussed this evaluation.

_______________________________ (Mentor Signature) Date __________

Undergraduate Researcher: I have discussed this evaluation with my advisor-supervisor and understand this evaluation.

_______________________________ (Undergraduate Student Signature) Date __________