

**Department of Communication Studies**  
**ANNUAL EVALUATION FOR GRADUATE STUDENTS**

**INSTRUCTIONS**

This form is to be completed, reviewed, and signed by the student and his or her ARC.

**PART ONE** is to be completed and signed by the student who should submit it to his or her main advisor no later than the last Friday in January. A current CV and any CMST 8000 or 9000 research agreements (made with the advisor) should accompany the form.

**PART TWO** is to be completed by the main advisor who then forwards it to the other member of the student's ARC. S/he may add any comments s/he would like, sign and return it to the advisor who shares it with the student, asking for his or her signature on Part Two. If any committee member deems any area of the student's work unsatisfactory, that member may call a meeting of the ARC to discuss the student's progress. Otherwise signatures of the committee members indicate their agreement with the evaluation. The advisor must submit the form to the CMST Director of Graduate Studies no later than the first Friday in February.

Failure to submit the form on time will result in the revocation of the student's assistantship.

**PART ONE**

**Student's name:**

**Area(s) of concentration:**

**Degree sought:**

**Semester you entered the program:**

**Current funding – e.g., assistantship, fellowship, self-employed, other:**

**Would you like to be considered for an assistantship for next year?**

**Name of your main advisor:**

**Name of the other CMST faculty member on your ARC:**

**What progress have you made towards the completion of your degree?**

**Please list any courses you have taken and the grades earned; any MA or PHD exams you have taken and the results; any work you have completed (submitted, defended) on your thesis or dissertation.**

**If you registered for CMST 8000 or 9000 Research hours, attach and address the written agreements you made with your advisor.**

**What other professional development or service work beyond that directly related to the completion of your degree did you complete – e.g., conference papers and presentations, articles submitted or published, public performances, grant proposals submitted or funded, committee work, departmental activities, community service?**

**If you are a graduate teaching assistant, please describe your duties and provide the name of your course supervisor.**

**Was there anything that happened during the year that affected your progress toward your degree, your professional development, or your teaching that you feel the evaluation committee should know about?**

**Your signature:**

**Date:**

**Please attach a current CV to this form and any CMST 8000 or 9000 research agreements and turn it in to your advisor no later than the last Friday in January.**

**PART TWO** (to be completed by the main advisor)

**Has the student made satisfactory progress toward the completion of his or her degree? Please elaborate. If improvement is suggested, what could the student do in the coming year to make better progress?**

**Were the student's professional activities or service satisfactory? If improvement is recommended, what could the student do in the coming year to enhance his or her professional development or better meet service expectations?**

**If the student was a Graduate Teaching Assistant, was his or her performance of the required duties satisfactory? (As necessary, please consult with the student's course supervisor.) If improvement is suggested in this area, what could the student do in the coming year?**

**Please evaluate the student's overall progress. If the student is currently funded, does she or he warrant continued funding? If the student is not currently funded, should she or he be awarded funding?**

**Signature of Advisor/Major Professor:**

**Date:**

**Signature of Committee Member:**

**Date:**

**Signature of Student:**

**Date:**

**Please turn in the completed form to the Director of Graduate Studies by the first Friday in February.**