4   APPENDICES

4.1   Appendix A: Chemistry and Biochemistry Graduate Student Milestones Checklist

Student Name: _____

Semester and year of entry: _____

The Department of Chemistry and Biochemistry strives to graduate Ph.D. students within 5 years. In order to help students advance in the program, and to identify students having trouble early enough to correct any deficiencies, the Department has instituted the system of Graduate Program Milestones described here. Students are required to convene a meeting of their Thesis Committee *each year prior to the anniversary of their entrance into the program.* Thus, students beginning in the fall semester (September) should schedule their committee meetings during July or August. Students should attempt to keep this date, to the extent possible, throughout their entire graduate career.

The Thesis Committee will review the student's progress toward the degree Milestones and will submit a copy of the degree checklist (see following pages), including an assessment score, to the Graduate Subcommittee each year following the annual Thesis Committee (aka "Milestones") meeting. ***This checklist is a formal document carrying the signatures of each member of the thesis committee.***

Prior to the committee meeting, the checklist will be updated with the student's current course grades, as well as the Teaching Score(s) from their TA supervisor(s) where applicable. The teaching score should be informed by direct observation of the TA at least once during the semester.

The Thesis Committee will evaluate all aspects of the student's progress, including research, and provide an assessment score to Graduate Subcommittee that serves the dual purpose of giving the student useful feedback about areas where they should improve their performance and providing the program assessment data required by the University. The Research Score from the committee will assess the student's research performance in two areas. First, the student's level of interest/engagement in their research project as manifested, for example, by their level of background knowledge and/or familiarity with the literature in their field. Second, the committee will consider the student's research progress (*e.g.* ability to generate and analyze data) and critical thinking ability. For both areas, the committee will score the student on a scale from 0 (deficient) to 3 (exemplary). The highest scores should be reserved for truly high-performing students in order to avoid skewing the assessment data. The program standing, teaching, and research scores will be summed and divided by the number of possible points in order to account for semesters where the student did not teach undergraduates. A score of **60%** will be considered passing. A failing score will place the student on probation, which means that the Thesis Committee must reconvene after the following semester to determine whether the student has regained their Good Standing. ***Two consecutive failing scores will be considered grounds for removal from the Graduate Program in Chemistry***. This decision will be made jointly by the Graduate Subcommittee and the student's Thesis Adviser. ***There will be no appeal of the decision to remove a student from the graduate program***.

Year 1

1ˢᵗ Semester

☐ Course 1:   (Grade __)
☐ Course 2:   (Grade __)
☐ 912 Seminar   (Audit S/U)

2ⁿᵈ Semester

☐ Course 3:   (Grade __)
☐ Course 4:   (Grade __)
☐ 912 Seminar   (Audit S/U)
☐ Group Meeting [931-935] (Grade S/U)
☐ Retake Entrance Exams
☐ Select and Meet with Thesis Committee
☐ Choose Graduate Seminar Topic

Credits: _____

Date of Committee Meeting: _____

Committee Assessment

Program standing: ☐   0 (1 or more deficiencies)   ☐   1 (All milestones completed)

Teaching:

1ˢᵗ Semester:		2ⁿᵈ Semester:	
☐	NA (Student did not teach undergraduates)	☐	NA (Student did not teach undergraduates)
☐	0 (Deficient)	☐	0 (Deficient)
☐	1 (Does not meet expectations)	☐	1 (Does not meet expectations)
☐	2 (Meets expectations)	☐	2 (Meets expectations)
☐	3 (Exceeds expectations)	☐	3 (Exceeds expectations)

Average Teaching Score: _____

Research:

Interest & effort (background/lit. knowledge)		Progress & critical thinking	
☐	0 (Deficient; *e.g.* lack of effort)	☐	0 (Deficient; *e.g.* little/no data generated)
☐	1 (Does not meet expectations)	☐	1 (Does not meet expectations)
☐	2 (Meets expectations)	☐	2 (Meets expectations)
☐	3 (Exceeds expectations)	☐	3 (Exceeds expectations)

Total assessment score: _____   Normalized to # of possible points: _____

Supervisor_____Member 2_____Member 3_____

Member 4_____Member 5_____Member 6_____

Year 2

3rd Semester
☐ Course 5:   (Grade __)
☐ Course 6:   (Grade __)
☐ 912 Seminar for credit (Grade___)
☐ Group Meeting [931-935] (Grade S/U)
☐ Entrance Exams Complete

4th Semester
☐ 912 Seminar   (Audit S/U)
☐ Group Meeting [931-935] (Grade S/U)
☐ Advanced Qualifying Exam (P/F)
☐ Meet with Thesis Committee

Credits: _____

Date of Committee Meeting: _____

Committee Assessment

Program standing: ☐   0 (1 or more deficiencies)   ☐   1 (All milestones completed)

Teaching:

3rd Semester:

☐   NA (Student did not teach undergraduates)
☐   0 (Deficient)
☐   1 (Does not meet expectations)
☐   2 (Meets expectations)
☐   3 (Exceeds expectations)

4th Semester:

☐   NA (Student did not teach undergraduates)
☐   0 (Deficient)
☐   1 (Does not meet expectations)
☐   2 (Meets expectations)
☐   3 (Exceeds expectations)

Average Teaching Score: _____

Research:

Interest & effort (background/lit. knowledge)

☐   0 (Deficient; *e.g.* lack of effort)
☐   1 (Does not meet expectations)
☐   2 (Meets expectations)
☐   3 (Exceeds expectations)

Progress & critical thinking

☐   0 (Deficient; *e.g.* little/no data generated)
☐   1 (Does not meet expectations)
☐   2 (Meets expectations)
☐   3 (Exceeds expectations)

Total assessment score: _____   **Normalized to # of possible points: _____**

Supervisor_____Member 2_____Member 3_____

Member 4_____Member 5_____Member 6_____

Year 3

5th Semester
- ☐ 912 Seminar   (Audit S/U)
- ☐ Group Meeting [931-935] (Grade S/U)

6th Semester (MS final semester)
- ☐ 912 —Seminar   (Audit S/U)
- ☐ Group Meeting [931-935] (Grade S/U)
- ☐ Preliminary Comprehensive Exam (Orals) (P/F)
- ☐ MS Final Oral Examination (MS only) (P/F)

Credits: _____

Date of Committee Meeting: _____

Committee Assessment

Program standing: ☐   0 (1 or more deficiencies)   ☐   1 (All milestones completed)

Teaching:

5th Semester:
- ☐   NA (Student did not teach undergraduates)
- ☐   0 (Deficient)
- ☐   1 (Does not meet expectations)
- ☐   2 (Meets expectations)
- ☐   3 (Exceeds expectations)

6th Semester:
- ☐   NA (Student did not teach undergraduates)
- ☐   0 (Deficient)
- ☐   1 (Does not meet expectations)
- ☐   2 (Meets expectations)
- ☐   3 (Exceeds expectations)

Average Teaching Score: _____

Research:

Interest & effort (background/lit. knowledge)
- ☐   0 (Deficient; *e.g.* lack of effort)
- ☐   1 (Does not meet expectations)
- ☐   2 (Meets expectations)
- ☐   3 (Exceeds expectations)

Progress & critical thinking
- ☐   0 (Deficient; *e.g.* little/no data generated)
- ☐   1 (Does not meet expectations)
- ☐   2 (Meets expectations)
- ☐   3 (Exceeds expectations)

Total assessment score: _____   **Normalized to # of possible points: _____**

Supervisor_____Member 2_____Member 3_____

Member 4_____Member 5_____Member 6_____

Year 4

7th Semester
☐ 912 Seminar   (Audit S/U)
☐ Group Meeting [931-935] (Grade S/U)
☐ Thesis Pre-Defense (if final year)

8th Semester
☐ 912 Seminar   (Audit S/U)
☐ Group Meeting [931-935] (Grade S/U)
☐ Meet with Thesis Committee **OR**
☐ Thesis Defense

Credits: _____

Date of Committee Meeting: _____

Committee Assessment

Program standing: ☐   0 (1 or more deficiencies)   ☐   1 (All milestones completed)

Teaching:

7th Semester:	8th Semester:
☐ NA (Student did not teach undergraduates)	☐ NA (Student did not teach undergraduates)
☐ 0 (Deficient)	☐ 0 (Deficient)
☐ 1 (Does not meet expectations)	☐ 1 (Does not meet expectations)
☐ 2 (Meets expectations)	☐ 2 (Meets expectations)
☐ 3 (Exceeds expectations)	☐ 3 (Exceeds expectations)

Average Teaching Score: _____

Research:

Interest & effort (background/lit. knowledge)	Progress & critical thinking
☐ 0 (Deficient; *e.g.* lack of effort)	☐ 0 (Deficient; *e.g.* little/no data generated)
☐ 1 (Does not meet expectations)	☐ 1 (Does not meet expectations)
☐ 2 (Meets expectations)	☐ 2 (Meets expectations)
☐ 3 (Exceeds expectations)	☐ 3 (Exceeds expectations)

Total assessment score: _____   **Normalized to # of possible points: _____**

Supervisor_____Member 2_____Member 3_____

Member 4_____Member 5_____Member 6_____

Year 5

9th Semester
- ☐ 912 Seminar   (Audit S/U)
- ☐ Group Meeting [931-935] (Grade S/U)
- ☐ Thesis Pre-Defense (if final year)

10th Semester (Ph.D. final semester)
- ☐ 912 Seminar   (Audit S/U)
- ☐ Group Meeting [931-935] (Grade S/U)
- ☐ Meet with Thesis Committee **OR**
- ☐ Thesis Defense

Credits: _____

Date of Committee Meeting: _____

Committee Assessment

Program standing: ☐   0 (1 or more deficiencies)   ☐   1 (All milestones completed)

Teaching:

9th Semester: _____

- ☐   NA (Student did not teach undergraduates)
- ☐   0 (Deficient)
- ☐   1 (Does not meet expectations)
- ☐   2 (Meets expectations)
- ☐   3 (Exceeds expectations)

10th Semester: _____

- ☐   NA (Student did not teach undergraduates)
- ☐   0 (Deficient)
- ☐   1 (Does not meet expectations)
- ☐   2 (Meets expectations)
- ☐   3 (Exceeds expectations)

Average Teaching Score: _____

Research:

Interest & effort (background/lit. knowledge) _____

- ☐   0 (Deficient; *e.g.* lack of effort)
- ☐   1 (Does not meet expectations)
- ☐   2 (Meets expectations)
- ☐   3 (Exceeds expectations)

Progress & critical thinking _____

- ☐   0 (Deficient; *e.g.* little/no data generated)
- ☐   1 (Does not meet expectations)
- ☐   2 (Meets expectations)
- ☐   3 (Exceeds expectations)

Total assessment score: _____   **Normalized to # of possible points: _____**

Supervisor_____Member 1_____Member 2_____

Member 3_____Member 4_____Member 5_____

Year 6

11ᵗʰ Semester
☐ 912 Seminar   (Audit S/U)
☐ Group Meeting [931-935] (Grade S/U)
☐ Thesis Pre-Defense (if final year)

12ᵗʰ Semester
☐ 912 Seminar   (Audit S/U)
☐ Group Meeting [931-935] (Grade S/U)
☐ Meet with Thesis Committee **OR**
☐ Thesis Defense

Credits: _____

Date of Committee Meeting: _____

Committee Assessment

Program standing: ☐   0 (1 or more deficiencies)   ☐   1 (All milestones completed)

Teaching:

11ᵗʰ Semester:	12ᵗʰ Semester:
☐ NA (Student did not teach undergraduates)	☐ NA (Student did not teach undergraduates)
☐ 0 (Deficient)	☐ 0 (Deficient)
☐ 1 (Does not meet expectations)	☐ 1 (Does not meet expectations)
☐ 2 (Meets expectations)	☐ 2 (Meets expectations)
☐ 3 (Exceeds expectations)	☐ 3 (Exceeds expectations)

Average Teaching Score: _____

Research:

Interest & effort (background/lit. knowledge)	Progress & critical thinking
☐ 0 (Deficient; *e.g.* lack of effort)	☐ 0 (Deficient; *e.g.* little/no data generated)
☐ 1 (Does not meet expectations)	☐ 1 (Does not meet expectations)
☐ 2 (Meets expectations)	☐ 2 (Meets expectations)
☐ 3 (Exceeds expectations)	☐ 3 (Exceeds expectations)

Total assessment score: _____   **Normalized to # of possible points: _____**

Supervisor_____Member 1_____Member 2_____

Member 3_____Member 4_____Member 5_____

Year 7*

13ᵗʰ Semester
☐ 912 Seminar   (Audit S/U)
☐ Group Meeting [931-935] (Grade S/U)
☐ Thesis Pre-Defense (if final year)

14ᵗʰ Semester and higher
☐ 912 Seminar   (Audit S/U)
☐ Group Meeting [931-935] (Grade S/U)
☐ Meet with Thesis Committee **OR**
☐ Thesis Defense

Credits: _____

Date of Committee Meeting: _____

Committee Assessment

Program standing: ☐   0 (1 or more deficiencies)   ☐   1 (All milestones completed)

Teaching:

13ᵗʰ Semester:
☐   NA (Student did not teach undergraduates)
☐   0 (Deficient)
☐   1 (Does not meet expectations)
☐   2 (Meets expectations)
☐   3 (Exceeds expectations)

14ᵗʰ Semester:
☐   NA (Student did not teach undergraduates)
☐   0 (Deficient)
☐   1 (Does not meet expectations)
☐   2 (Meets expectations)
☐   3 (Exceeds expectations)

Average Teaching Score: _____

Research:

Interest & effort (background/lit. knowledge)
☐   0 (Deficient; *e.g.* lack of effort)
☐   1 (Does not meet expectations)
☐   2 (Meets expectations)
☐   3 (Exceeds expectations)

Progress & critical thinking
☐   0 (Deficient; *e.g.* little/no data generated)
☐   1 (Does not meet expectations)
☐   2 (Meets expectations)
☐   3 (Exceeds expectations)

Total assessment score: _____   **Normalized to # of possible points: _____**

Supervisor_____Member 1_____Member 2_____

Member 3_____Member 4_____Member 5_____

** This page should be duplicated to record years 8-10, beyond which the Graduate School time limit
    requires the student to either graduate or be removed from the program.*