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.

□ Cours	Course 1: (Grade _)			Course 3 Course 4 912 Semi Group M Retake E Select an	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 C	Committee Mee	eting:	_						
Committ	ee Assessment	t							
Program	standing:	D 0 (1 or more de	fici	encies)		1 (All milestones completed)			
Teaching	;:								
1 st Seme	1 st Semester: 2 nd Semester:								
	NA (Student dic	l not teach undergradua	tes) 🗆	NA (Studer	nt did not teach undergraduates)			
) (Deficient)								
	-	et expectations)			1 (Does not meet expectations)				
	2 (Meets expectations)				2 (Meets expectations)				
	3 (Exceeds expe	ectations)			3 (Exceeds	expectations)			
Average Teaching Score:									
Research	n:								
Interest	& effort (backg	round/lit. knowledge)		Progress & critical thinking					
) (Deficient; <i>e.g</i>	a. lack of effort)			0 (Deficien	t; <i>e.g.</i> little/no data generated)			
□ 1	L (Does not me	et expectations)			1 (Does not	t meet expectations)			
D 2	2 (Meets expec	tations)			2 (Meets e	xpectations)			
	3 (Exceeds expe	ectations)			3 (Exceeds	expectations)			
Total assessment score: Normalized to # of possible points:									
Superviso	or	Member 2			Membe	er 3			
Member	4	Member 5			_Member 6				

🗆 Gro	rse 5: rse 6: Seminar for cred	935] (Grade S/U)	 4th Semester 912 Seminar (Audit S/U) Group Meeting [931-935] (Grade S/U) Advanced Qualifying Exam (P/F) Meet with Thesis Committee 							
Credits	Credits:									
Date of Committee Meeting:										
Commi	ttee Assessment	:								
Progra	m standing:	D 0 (1 or more de	ficiencies)		1 (All milestones completed)					
Teachi	ng:									
3 rd Sem	nester:		4 th Sem	ester:						
	NA (Student did	not teach undergradua	tes) 🗆	NA (Stude	nt did not teach undergraduates)					
	0 (Deficient)			0 (Deficien	it)					
	1 (Does not mee	et expectations)		1 (Does no	t meet expectations)					
	2 (Meets expect	tations)		2 (Meets e	expectations)					
	3 (Exceeds expe	ectations)		3 (Exceeds	expectations)					
Averag	e Teaching Score	:								
Resear	ch:									
Interes	t & effort (backg	round/lit. knowledge)	Prog	ress & critic	al thinking					
	0 (Deficient; e.g	. lack of effort)		0 (Defici	ient; e.g. little/no data generated)					
	1 (Does not mee	et expectations)		1 (Does	not meet expectations)					
	2 (Meets expect	tations)		2 (Meet	s expectations)					
	3 (Exceeds expe	ectations)		3 (Excee	eds expectations)					
Total a	ssessment score	:	Normalized	to # of pos	sible points:					
Superv	isor	Member 2		Membe	er 3					
Memb	er 4	Member 5		Membe	er 6					

□ 912 Seminar (Audit S/U) □ □ Group Meeting [931-935] (Grade S/U) □				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	f Committee Me	eting:	_					
Commi	ittee Assessmen	t						
Prograi	m standing:	D 0 (1 or more de	ficie	ncies)		1 (All milestones completed)		
Teachi	ng:							
5 th Sem	nester:			6 th Sem	ester:			
	 NA (Student did not teach undergraduates) 0 (Deficient) 1 (Does not meet expectations) 2 (Meets expectations) 3 (Exceeds expectations) 			 NA (Student did not teach undergraduates) 0 (Deficient) 1 (Does not meet expectations) 2 (Meets expectations) 3 (Exceeds expectations) 				
Averag	Average Teaching Score:							
Resear	ch:							
Interes	t & effort (backg	ground/lit. knowledge)		Progres	ss & critical	thinking		
	0 (Deficient; e.g	g. lack of effort)			0 (Deficient; <i>e.g.</i> little/no data generated)			
	-	et expectations)			•	t meet expectations)		
	2 (Meets expec	-			-	xpectations)		
3 (Exceeds expectations) 3 (Exceeds expectations) 3 (Exceeds expectations) Total assessment score: Normalized to # of possible points:								
Superv	isor	Member 2			Membe	er 3		
Member 4Member 5			Member 6					

 □ 912 Seminar (Audit S/U) □ Group Meeting [931-935] (Grade S/U) □ Thesis Pre-Defense (if final year) 				912 Semi Group M Meet wit	Semester 912 Seminar (Audit S/U) Group Meeting [931-935] (Grade S/U) Meet with Thesis Committee <u>OR</u> Thesis Defense		
	:						
Date of	Committee Mee	eting:	_				
Commi	ttee Assessmen	t					
Prograr	n standing:	□ 0 (1 or more de	efici	encies)		1 (All milestones completed)	
Teachir	ng:						
7 th Sem	-			8 th Sem	ester:		
	0 (Deficient)	-	ites		0 (Deficien 1 (Does no 2 (Meets e	nt did not teach undergraduates) t) t meet expectations) xpectations) expectations)	
Average	e Teaching Score	2:					
Research:							
Interes	t & effort (backg	round/lit. knowledge)		Prog	ress & critic	al thinking	
	0 (Deficient; e.c					ent; <i>e.g.</i> little/no data generated)	
	1 (Does not me	et expectations)			1 (Does	not meet expectations)	
	2 (Meets expec	•			•	s expectations)	
	3 (Exceeds expe	ectations)			3 (Excee	ds expectations)	
Total assessment score: Normalized to # of possible points:							
Supervi	sor	Member 2			Membe	er 3	
Membe	er 4	Member 5			Membe	er 6	

 □ 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 Me	eting:		_			
Commi	ttee Assessmen	t					
Prograr	m standing:		0 (1 or more de	ficie	encies)		1 (All milestones completed)
Teachir	ng:						
9 th Sem	lester:				10 th Se	mester:	
Resear Interes	0 (Deficient) 1 (Does not me 2 (Meets expec 3 (Exceeds expected e Teaching Score ch: t & effort (backg	et expectations) ectations ectations e:	s) it. knowledge)	tes)	□ □ □ Prog	0 (Deficier 1 (Does no 2 (Meets e 3 (Exceeds	ot meet expectations) expectations) s expectations) cal thinking
	0 (Deficient; e.g	-	-			•	ient; <i>e.g.</i> little/no data generated)
	1 (Does not me 2 (Meets expect	•	-			•	not meet expectations) s expectations)
	3 (Exceeds expe					•	eds expectations)
Total assessment score: Normalized to # of possible points:							
Supervi	isor		_Member 1			Memb	er 2
Member 3Member 4			Member 5				

 □ 912 Seminar (Audit S/U) □ Group Meeting [931-935] (Grade S/U) □ Thesis Pre-Defense (if final year) 				e th Semester 912 Seminar (Audit S/U) Group Meeting [931-935] (Grade S/U) Meet with Thesis Committee OR Thesis Defense			
Credits							
Date of	Committee Me	eting:	_				
Commi	ttee Assessmen	t					
Prograr	n standing:	□ 0 (1 or more de	efici	encies)		1 (All milestones completed)	
Teachir	ng:						
11 th Ser	-			12 th Sei	mester:		
Average	0 (Deficient)	ectations)	ites		0 (Deficien 1 (Does no 2 (Meets e	nt did not teach undergraduates) ht) ht meet expectations) expectations) e expectations)	
_	_						
Resear							
		ground/lit. knowledge)			ress & critic		
		g. lack of effort) eet expectations)			-	ient; <i>e.g.</i> little/no data generated) not meet expectations)	
	2 (Meets expect				-	s expectations)	
	3 (Exceeds exp				-	eds expectations)	
Total assessment score: Normalized to # of possible points:							
Supervi	sor	Member 1			Membe	er 2	
Membe	er 3	Member 4			Membe	er 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:								
Commi	ittee Assessment							
Prograi	m standing: □	0 (1 or more de	ficier	ncies)		1 (All milestones completed)		
Teachi	ng:							
13 th Sei	mester:			14 th Ser	mester:			
	NA (Student did not t 0 (Deficient) 1 (Does not meet exp 2 (Meets expectation 3 (Exceeds expectation	pectations) is)	tes)		0 (Deficie 1 (Does n 2 (Meets	ent did not teach undergraduates) nt) ot meet expectations) expectations) s expectations)		
Averag	e Teaching Score:							
Resear	ch:							
Interes	t & effort (background	l/lit. knowledge)		Prog	ress & criti	ical thinking		
	0 (Deficient; e.g. lack	of effort)			0 (Defi	cient; e.g. little/no data generated)		
	1 (Does not meet exp	-			-	s not meet expectations)		
	2 (Meets expectation				•	ts expectations)		
	3 (Exceeds expectation	ons)			3 (Exce	eds expectations)		
Total a	Total assessment score: Normalized to # of possible points:							
Superv	isor	Member 1			Memb	per 2		
Membe	er 3	Member 4			Memb	ber 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.