

Graduate Studies
Department of Biological Science
Florida State University

Bio Online Annual Review Guide

The Annual Review form is to be completed by the Graduate Student and Major Professor shortly after the student's annual fall committee meeting, and by the Area Representative during the annual area reviews of student progress. It will then be reviewed by the student themselves and filed with the Associative Chair for Graduate Studies (and ultimately with the Graduate School). The Annual Review covers the prior academic year (i.e. September 2014 through August 2015).

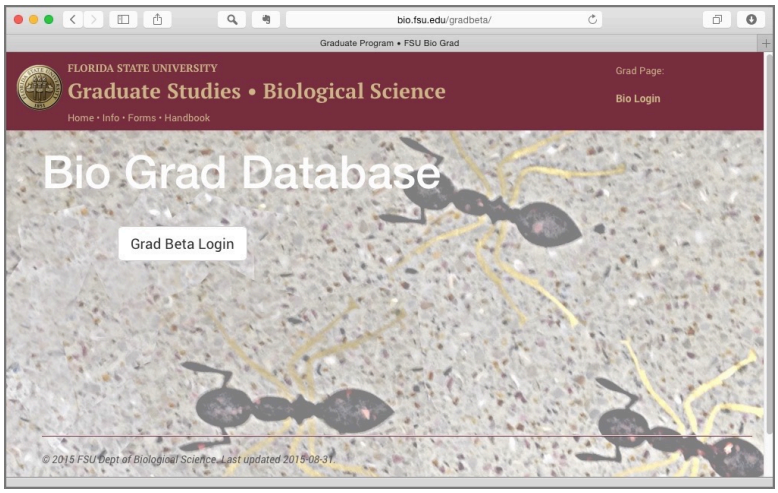
The goal of the Annual Review form, in addition to fulfilling our university obligations, is to evaluate and provide feedback to our students on their progress towards their degree and their professional development. The Annual Review form also assists the Graduate Office in tracking student progress, documenting issues as they arise, and planning for future support needs.

Because the Annual Review provides the data for predicting future graduation and support needs (i.e. number of TA slots that will be required in future semesters), and because this data is critical to planning for recruitment, i**t is important that the Annual Reviews be completed and approved by December.**

Feedback and suggestions are welcome!

Login

You log in to the Gradbeta database by going to http://bio.fsu.edu/gradbeta, and clicking on the "Login" button.



Then log in with your fsuid and password (the same login as for Blackboard). The FSU "central authentication service" verifies your login identity independent of Gradbeta or the bio servers.



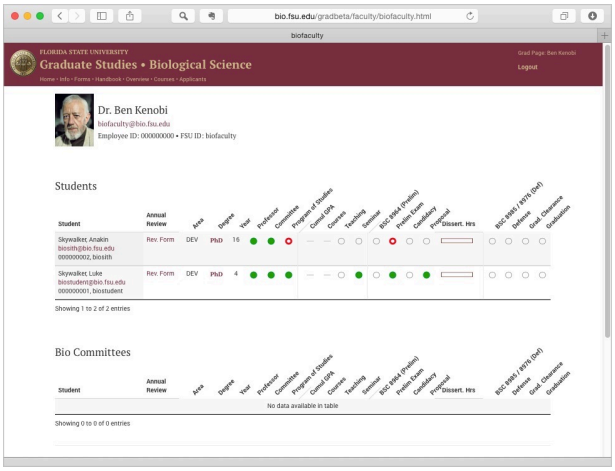
If you see a page stating that you are not authorized to view the page, or pictures of Cassowaries, then contact me (houpt@bio.fsu.edu). I probably entered your fsuid incorrectly into the user list.

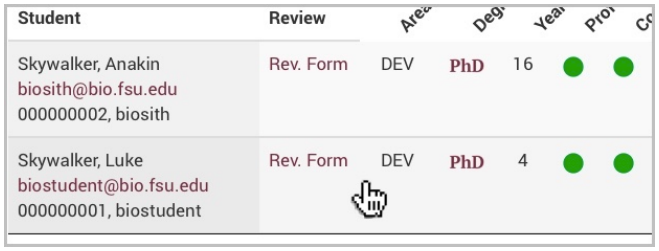
Accessing the Review Form

Once you are logged in, you will see your database page. For Faculty, this page lists your current students, and any graduate committees on which you serve (just Biology committees, of course). For Students, this page shows your profile and progress towards the degree.

Via Faculty Page

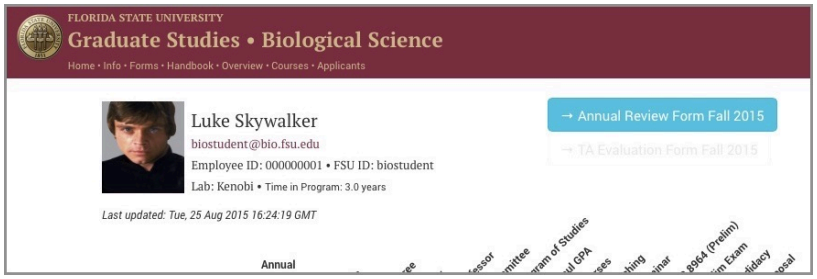
For each student, you can access the Annual Review form directly by clicking on the "Rev. Form" link in the student's status row.





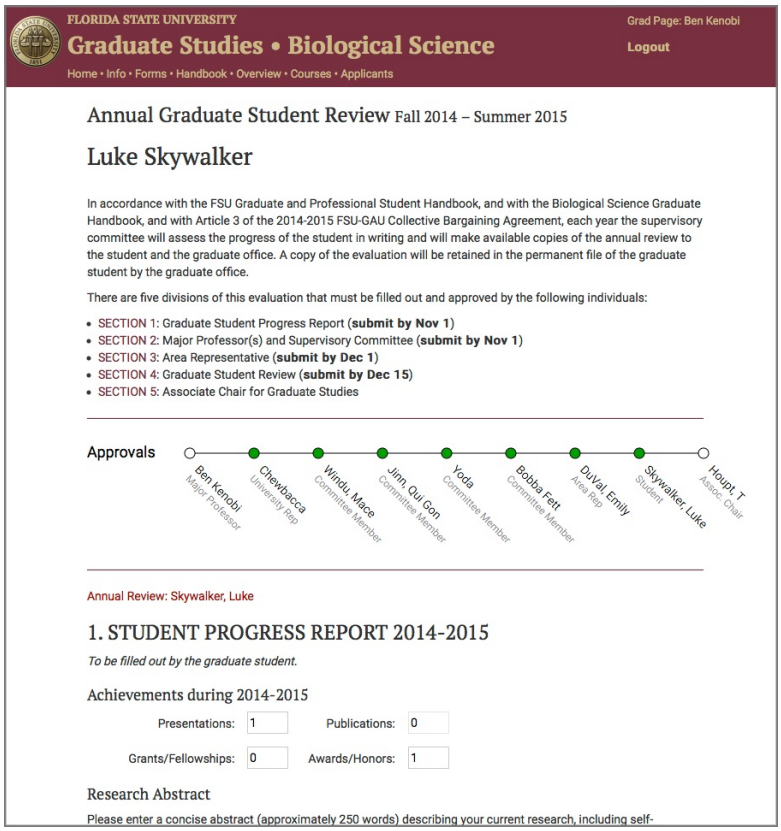
Via Student page

Each student has their own comprehensive profile page. To get to your annual review, you just click on the "Annual Review" button at the top of the your profile page.

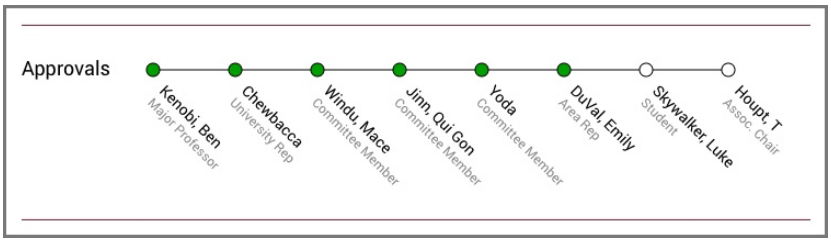


Annual Review Form

The Annual Review form for each student appears as its own web page. The Annual Review needs to be approved by ~8 reviewers: the student's committee members, the Area Rep, the student themselves, and by the associate chair for graduate studies. Only these reviewers have access to a particular students review form. The student and each reviewer completes different sections of the annual review, and types their name ("signs") in the form to approve the overall review. (When a reviewer logs in, the sections to be completed by each reviewer are highlighted on the form with a blue outline.)

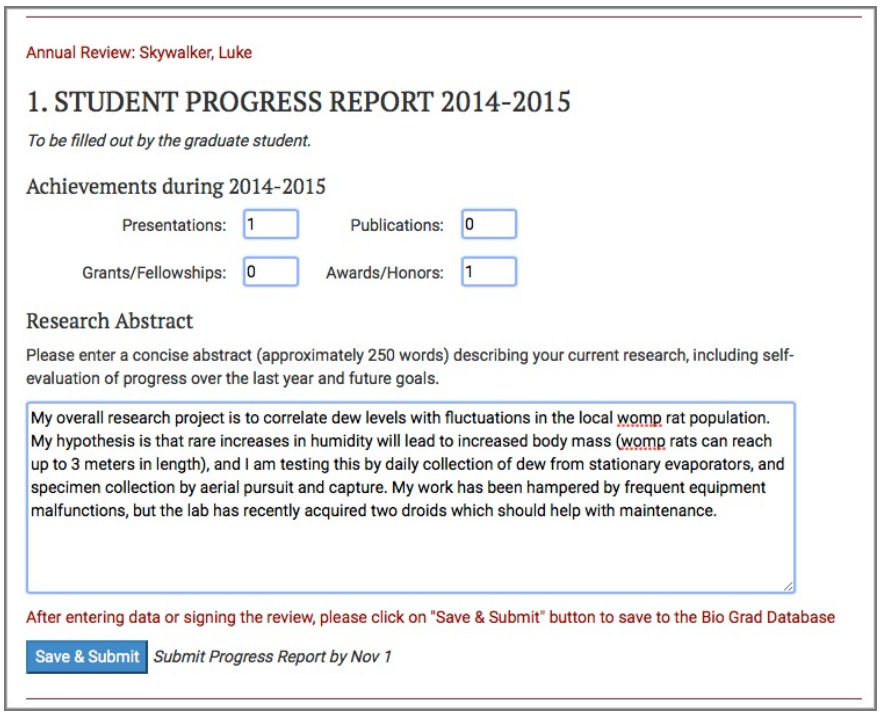


At the top of the form, just below the brief instructions, is an approval status display. As each of the reviewers completes their section of the Annual Review, and signs off by typing their name, their status dot will turn green.



Student Progress Report Section

The first section of the annual review is completed by the graduates student. The student should enter a concise abstract (~250 words) about their research project and progress over the last year. The goal of the abstract is to help the student articulate their goals and self-evaluate their progress, and to assist the committee and area in their review. We also ask for some data on student achievements over the last academic year (number of presentations, publications, etc.)



Note that you have to click “Save & Submit” to save the information, or it may be lost when you close the page.

Major Professor's Section

The second section of the annual review is completed by the Major Professor (s), based on the discussion during the student's fall committee meeting. As in previous years, the student should be rated on 4 categories, to provide a semi-quantitative basis for evaluating the student.



Annual Review: Skywalker, Luke

2. ANNUAL COMMITTEE MEETING

To be filled out by Major Professor in conjunction with the student and graduate supervisory

Date of Committee Meeting: 9/3/2015

Please rate the graduate student's performance from 1 to 5 (higher being better) for each of the four main categories below and give a brief written commentary. Examples are provided for each category. Please be cognizant that these are just examples of activities that would be helpful to quantify a performance in a category. It is understood that Biological Science is a broad discipline but that there are some unifying metrics that can identify success in a graduate student's career.

5 - Outstanding Research Ability (show example criteria)

5 - Outstanding Written Communication (show example criteria)

5 - Outstanding Oral Communication (show example criteria)

3 - Fair Professionalism (show example criteria)

Written Commentary

Luke continues to make good progress, especially in his light saber skills. However, he also shows tendencies towards impulsiveness and rash decisions, which will delay his achieving full Jedi status. Nonetheless, he shows an aptitude for the Force that almost rivals his father's abilities. ggg

After entering data or signing the review, please click on "Save & Submit" button to save to the Bio Grad Database

Signatures of the Supervisory Committee

By typing your name and date, you affirm that you have read and approved this evaluation.
(Your FSU identity was verified at login.)

Ben Kenobi, Major Professor:

major professor mm/dd/YYYY

After completing this section, the Major Professor should sign and submit the form by clicking the Submit button below their section.

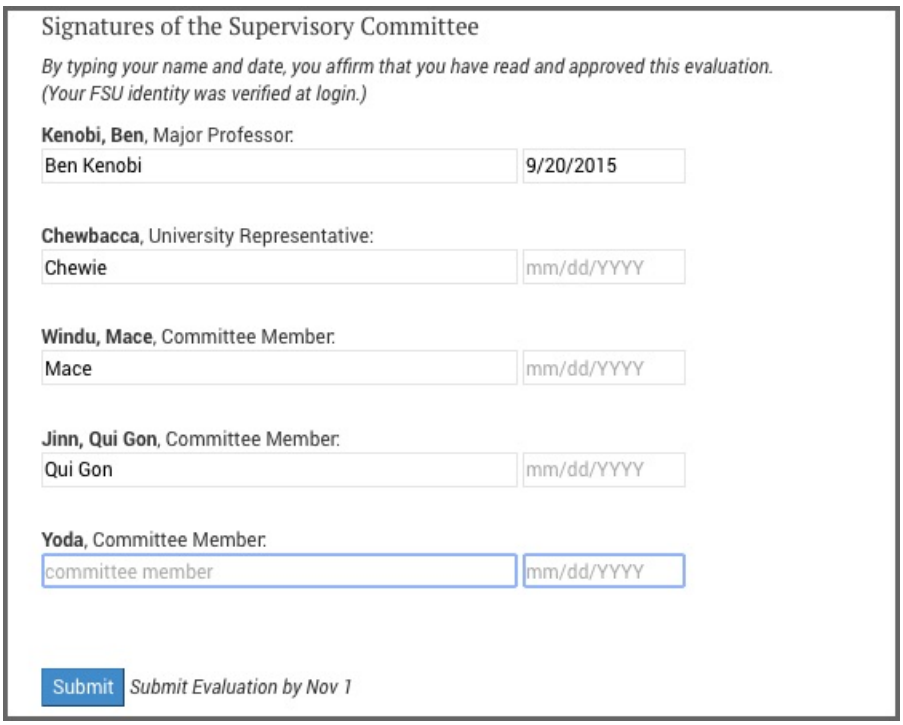
Note that you have to click "Save & Submit" to save the information, or it may be lost when you close the page.

(It would not be a bad idea, at this point, to print or save a copy of the completed section for your records.)

Committee Members

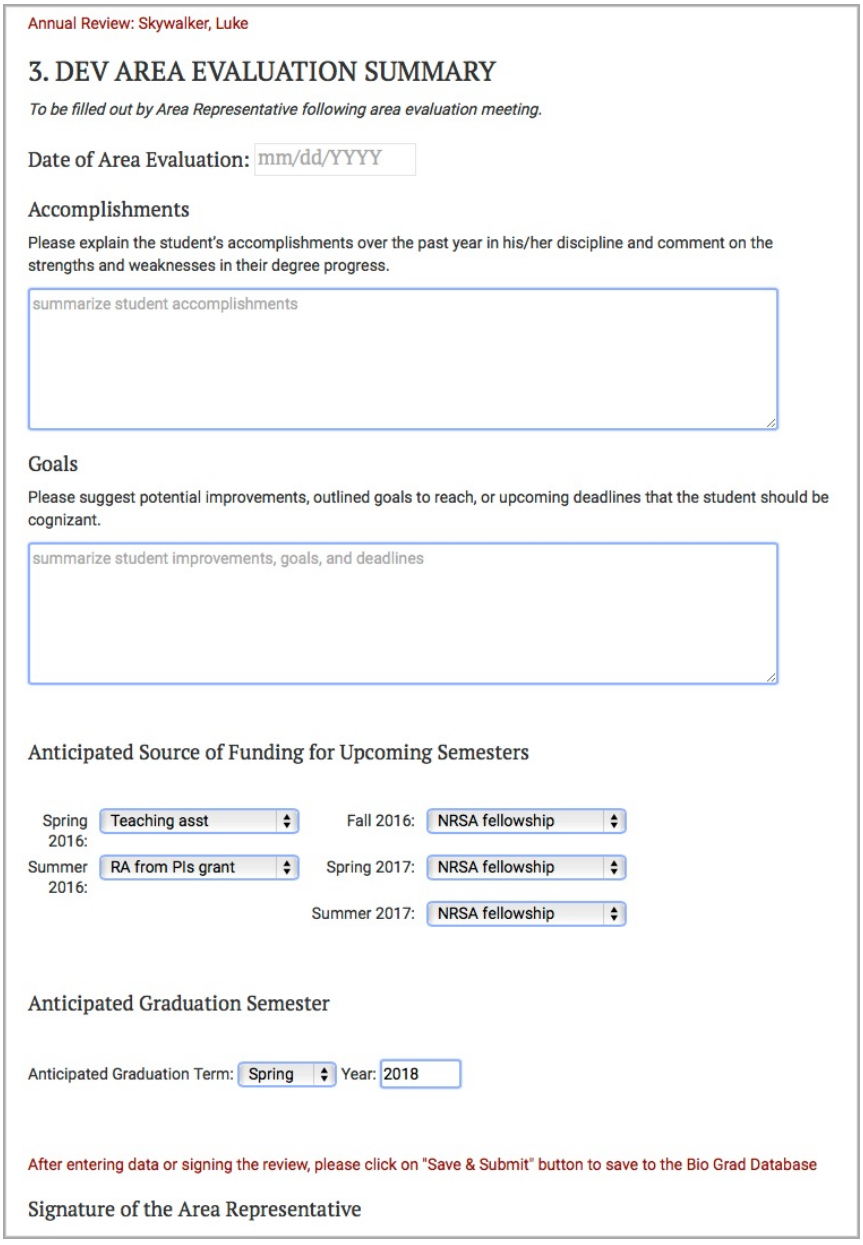
Once the Committee Meeting summary is completed by the Major Professor, they should notify the rest of the student's committee to login and review the summary. (Each member will have to login individually to the Gradbeta site; their login using their fsuid confirms their identity). Each committee member can sign the form by typing their name in the appropriate box, then clicking the Submit button below the section.

It is the responsibility of the student and the Major Professor to notify the other committee members to login and approve the summary of the committee meeting.



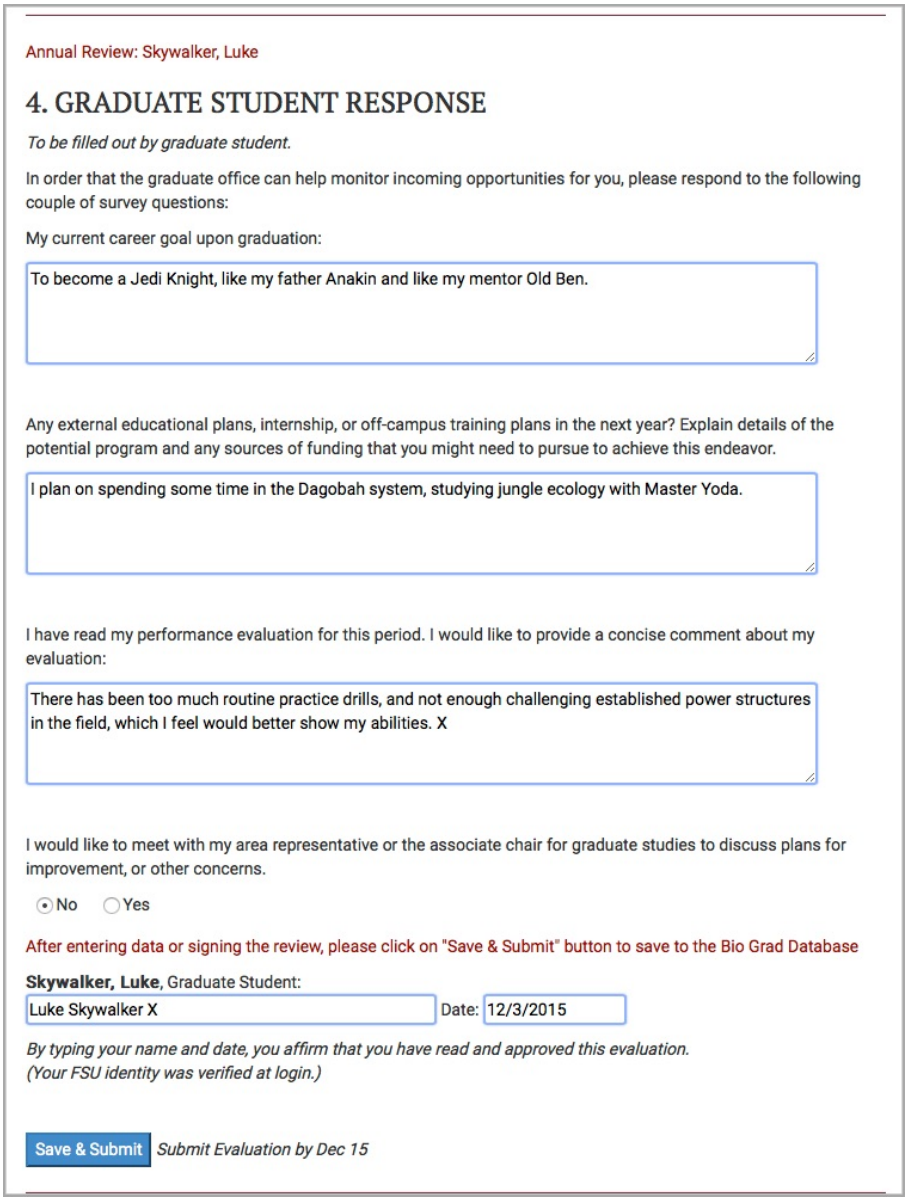
Area Representative's Section

Based on the Area review of students later in the fall, the Area Representative will complete a section describing the student's accomplishments over the past year, and their plans for the coming academic year. Critically, the Area Representative will indicate the **expected or desired sources of support for the student over the next 2 academic years**, as well as their expected graduation term. (These fields are also accessible to the Major Professor, if they wish to pre-populate them for the Area Representative.)



Student's Section

Finally, in early December, each student is expected to provide a response to the Annual Review, and to acknowledge receipt of the review by typing their name and clicking the Submit button.



Annual Review: Skywalker, Luke

4. GRADUATE STUDENT RESPONSE

To be filled out by graduate student.

In order that the graduate office can help monitor incoming opportunities for you, please respond to the following couple of survey questions:

My current career goal upon graduation:

To become a Jedi Knight, like my father Anakin and like my mentor Old Ben.

Any external educational plans, internship, or off-campus training plans in the next year? Explain details of the potential program and any sources of funding that you might need to pursue to achieve this endeavor.

I plan on spending some time in the Dagobah system, studying jungle ecology with Master Yoda.

I have read my performance evaluation for this period. I would like to provide a concise comment about my evaluation:

There has been too much routine practice drills, and not enough challenging established power structures in the field, which I feel would better show my abilities. X

I would like to meet with my area representative or the associate chair for graduate studies to discuss plans for improvement, or other concerns.

(•) No ( ) Yes

After entering data or signing the review, please click on "Save & Submit" button to save to the Bio Grad Database

Skywalker, Luke, Graduate Student:

Luke Skywalker X Date: 12/3/2015

By typing your name and date, you affirm that you have read and approved this evaluation.
(Your FSU identity was verified at login.)

Save & Submit *Submit Evaluation by Dec 15*

Note that you have to click "Save & Submit" to save the information, or it may be lost when you close the page.

Grad Office Section

Once the Annual Review form is completed, it is reviewed by the associate chair for graduate studies. A pdf version is generated, and placed in the Biology Graduate Office files. A copy of the Annual Review is also uploaded to the university's Graduate School database.

Please feel free to contact or come talk with either Ben Miller or Tom Houpt about any issues or concerns!