

## Doctoral Student Evaluation Form Instructions for Annual Evaluation, Prelim Exam, or Defense

### Instructions for the Student

This form is used for Annual Evaluations, Prelim Exams, and Defense presentations. All Ph.D. students must present research progress to all committee members once per academic year (either fall or spring). Failure to follow instructions and complete each requirement will cause a hold to be put on your account and you will not be able to register for future terms.

**Step 1.** Coordinate with the dissertation committee members to schedule a meeting.

**Step 2.** At least two weeks prior to the presentation, email the department at [civil@eng.famu.fsu.edu](mailto:civil@eng.famu.fsu.edu) with subject line – *Presentation Announcement* – and include the following in the body of the email: the name of advisor (and co-advisor, if any), list of committee members, title of presentation, date/time & location of presentation (or meeting link such as Zoom), and abstract (up to 250 words).

In addition to the above:

- Ensure that any custom courses (Preliminary exam, dissertation hours, defense, etc.) have been created, and that you are enrolled, as appropriate.
- For *Prelim*: Students are advised to schedule their Preliminary Exam well before the end of the semester, as the department is expected to submit the *Admission to Candidacy* form to the universities. Students will not be able to enroll in dissertation hours if the *Admission to Candidacy* form is not submitted to the universities for approval in a timely manner. The annual evaluation form with the Preliminary Exam outcome should be shared with the department ([civil@eng.famu.fsu.edu](mailto:civil@eng.famu.fsu.edu)) immediately upon completion of the Preliminary Exam.
- For *Defense*: Along with submitting the annual evaluation form with the Defense outcome, students are expected to submit all Department and University forms early in the graduation semester before the established deadlines.

**Step 3.** Email the written component of the evaluation material to the committee members at least two weeks prior to the presentation. See the Milestones below for what to prepare:

	Written Component	Oral Component
Within 1 <sup>st</sup> year	White paper or literature review	Presentation in front of the committee members
Within 2 <sup>nd</sup> year	Research proposal (= prelim requirement)	
Annually thereafter	Dissertation draft	

**Step 4.** After Eval/Prelim/Defense presentation, submit Evaluation/Outcome (page 4) of this form to the Civil Department. Ensure it is signed and dated by each member, and outcome is checked on the form. Committee members are expected to provide constructive comments on the annual evaluation form based on the dissertation progress.

### University Requirements on Announcement and Real-Time Presentation

- Presentations should be announced at least 2 weeks prior to event. The Defense must be announced to the Department, the College, and the University; Prelim and Annual Evaluation require Department announcement only.



Civil and Environmental Engineering

- Prelim and Defense must be presented to the entire committee in one sitting, real-time.
- For the Annual Evaluation, your committee may conduct individual evaluations; however, the student must present to each committee member and receive feedback on criteria listed in the *Doctoral Student Evaluation* form.

**(Prelim Only) Print multiple copies of this page for anonymous voting**

### Committee Voting Form for the Ph.D. Preliminary Examination

**Instructions:** Print one copy for each committee member. After collecting all votes anonymously, the committee chair will shuffle the votes and report the outcome based on the following table.

Committee Votes	Recommendation (First Attempt)	Recommendation (Second Attempt)
All Yes	Pass	Pass
One No	Fail (Re-examination next semester)	Pass
Two+ No's		Fail

**Evaluation Criteria:** The preliminary examination evaluates the Ph.D. student's ability to conduct independent research. The student should demonstrate the ability by submitting a written research proposal and present it. The proposal should include the following components: abstract, problem statement, research objectives, critical literature review, research plan and tasks, intellectual merit and broader impact, expected outcomes, and timeline for completion.

**Decision (Circle One):**

Has the student demonstrated the ability to conduct independent research?

Yes	No

## Doctoral Student Evaluation Form for Annual Evaluation, Prelim Exam, or Defense

Student Name: \_\_\_\_\_ Term & Year Began PhD: \_\_\_\_\_

- Presentation Type (select one):    Annual Eval / Prelim Exam / Defense
- Prelim Exam or Defense Outcome: Pass / Fail

Committee Votes	Recommendation (First Attempt)	Recommendation (Second Attempt)
All Yes	Pass	Pass
One No	Fail (re-examination next semester)	Pass
Two+ No's		Fail

**Instructions for Prelim Exam:** The committee chair receives anonymous votes, shuffle them, and make one of the decisions shown on the right. If the committee has 6 or more members, select 5 members to vote. For the prelim held online, use an anonymous online method such as Doodle.

**Committee Evaluation and Comments (check one for each criterion and provide written comments):**

	A) Technical Writing Skills				B) Oral, Visual Presentation				C) Research Progress				D) Quality of Plan (year 2+)				E) Quality of Results (y. 2+)				Comments
	Exemplary	Satisfactory	Developing	Unsatisfactory	Exemplary	Satisfactory	Developing	Unsatisfactory	Exemplary	Satisfactory	Developing	Unsatisfactory	Exemplary	Satisfactory	Developing	Unsatisfactory					
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Date received by Department: \_\_\_\_\_ Staff initials: \_\_\_\_\_