



Civil and  
Environmental  
Engineering

## CEE Graduate Student Annual Review (Spring 1.THG)

The annual review is an opportunity for (1) advisors to provide formal feedback (both positive and negative) on student performance and progress toward graduation and (2) for students to discuss their professional development goals, and to provide positive and negative feedback on their mentoring needs, and/or group climate. In particular, the questions here are designed to promote self-reflection and to facilitate an annual conversation between a faculty advisor and a graduate advisee around the following topics.

- 1) review the student's scientific accomplishments in the past year,
- 2) provide specific feedback on what is working well and what needs improvement with regard to research progress, communication, and mentoring,
- 3) identify opportunities for professional development,
- 4) discuss lab climate,
- 5) discuss near-term and long-term plans, and develop a strategy for realizing those plans,

Part 1 of the worksheet is completed by the student, who then sends it to the advisor to complete Part 2, who then sends this back to the student (both the student and advisor should take as much space as needed to answer the questions). This should be followed by an in-person meeting to discuss the review and develop specific, achievable goals for the next year. Following the meeting, the advisor will enter a grade for 1.THG on Part 3 of the form, the student and advisor will sign Part 3 to attest that the review has been completed and the advisor will submit only Part 3 to the APO via the Jot Form at <https://form.jotform.com/201686539462059> prior to the end of the Spring term grades deadlines. We recommend using <http://docusign.mit.edu/> to obtain all signatures. Instructional video to be found here: <https://bit.ly/cee-docusign>. Upon submission of Part 3 to the APO, the spring 1.THG grade will be entered in the system. *Parts 1 and 2 will not be shared beyond the advisee and advisor and will not become part of the student's permanent record.*

*PART I – TO BE FILLED OUT BY THE ADVISEE*

<b>Student:</b>	<b>Faculty advisor:</b>
<b>Date of joining lab:</b>	<b>Review period:</b>
<b>Anticipated graduation date:</b>	<b>Date Part 1 completed:</b>

**Part I. Self-Evaluation – Research Progress**

Briefly, describe your research progress over the last year. Highlight one or two things that you thought you did well and one or two areas that you could have done better.

What are your research goals for the next 12 months?

Please list any research presentations, seminars, or research papers you participated in or published within the last year.

**Part II. Self-Evaluation – Professional Development**

What are your long-term career goals?

What professional skills do you feel you need to develop further (e.g. written and oral communication, teaching or mentoring experience, networking, or other professional skills)?

What professional development opportunities do you plan to seek out in the next year?

How can your advisor assist in providing opportunities for professional development?

**Part III. Mentoring Needs**

Are the expectations of your advisor clearly communicated? If not, how might this be improved?

Does your advisor provide critical feedback in a constructive and unambiguous fashion?

What mentoring needs do you have?

**Part IV. Group Climate**

Do you enjoy interacting with your research group members? Do have any concerns about how you are treated by other members in your group?



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*PART II – TO BE FILLED OUT BY THE FACULTY ADVISOR*

<b>Student:</b>	<b>Faculty advisor:</b>
<b>Date of joining lab:</b>	<b>Review period:</b>
<b>Anticipated graduation date:</b>	<b>Date Part II completed:</b>

Are you satisfied with this student's research performance (e.g., effort, outcomes)? What do you see as the student's strengths? What areas are there for improvement?

How would you describe the student's written and oral communication skills?

Are there issues related to group climate and/or how the student interacts with other group members or yourself that you would like to discuss?

What are your expectations for this student for the next year? Be as specific as possible.



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*PART III – TO BE FILLED OUT BY THE STUDENT ADVISEE AND FACULTY ADVISOR AND SUBMITTED TO THE APO*

*We attest that we completed the CEE doctoral student annual review this year.*

<b>Date of annual review meeting:</b>	<b>Spring semester grade for 1.THG (J or U):</b>
<b>Student Name:</b>	<b>Faculty Name:</b>
<b>Student Signature:</b>	<b>Faculty Signature:</b>
	<b>Date this form was submitted:</b>