

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 daynah@eng.famu.fsu.edu with subject line – *Presentation Announcement* – and include: the name of advisor (and co-advisor, if any), 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:

- For *Prelim*: Attach unofficial transcript, email trimble@eng.famu.fsu.edu to create prelim course and enroll as soon as course is created. (FSU students only: complete the University *Admission to Candidacy* Form immediately upon passing your Prelim.)
- For *Defense*: Submit *Doctoral Degree Requirements Certification* Form, email trimble@eng.famu.fsu.edu to create defense dissertation course and enroll as soon as course is created. Complete respective (FAMU or FSU) University Application for Graduation and requirements. Be sure to submit all Department and University forms prior to presentation.

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 year	White paper or literature review	Presentation in front of the committee members
Within 2 years	Research proposal (= prelim requirement)	
Annually thereafter	Dissertation draft	

Step 4. After Eval/Prelim/Defense presentation, submit Evaluation/Outcome (page 2) of this form to the Civil Department. Ensure it is signed and dated by each member and outcome is checked on form. It is okay to provide a separate signed form from each committee member if you are presenting remotely.

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 Eval require Department announcement only.
- 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 in Page 2.

Print multiple copies of this page for anonymous voting; Prelim Only

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+)				
	Exemplary	Satisfactory	Developing	Unsatisfactory	Exemplary	Satisfactory	Developing	Unsatisfactory	Exemplary	Satisfactory	Developing	Unsatisfactory	Exemplary	Satisfactory	Developing	Unsatisfactory	Exemplary	Satisfactory	Developing	Unsatisfactory	
Name: Signature: Date:																					
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Date received by Department: _____ Staff initials: _____