

DEPARTMENT OF PHYSIOLOGY – STUDENT SUPERVISOR DISCUSSION FORM

(NB. This document will be kept **confidential** in an envelope in the student's file, with access by only Graduate coordinators and chair. This should facilitate a constructive and thoughtful discussion.)

Name: _____

Supervisor: _____

Program: MSc _____ PhD _____

Year: 1 ___ 2 ___ 3 ___ 4 ___ 5 ___ Other ___

Date of Student/Supervisor Meeting to discuss this form: _____

(Supervisor should fill out this form after the Annual Report committee meeting, give a copy to student and set-up the feedback meeting with student.)

RANKING	INADEQUATE 1	MARGINAL 2	GOOD 3	VERY GOOD 4	EXCELLENT 5
KNOWLEDGE BASE					
Specific Research Area _____	Working knowledge of specific research area is weak. Not familiar with current literature. Function hampered by lack of understanding of concepts.		Understands major concepts. Familiar with current literature. Good working knowledge; understands basic principles of specific research area.		Commanding grasp of major concepts. Up to date on most literature in the field. Aware of latest advances.
General Research Knowledge _____	Poor grasp of fundamental research concepts. Cannot function well, even with guidance.		Has fundamental grasp of research concepts. Functions at appropriate level. Has basic understanding of principles of scientific inquiry.		Superior understanding of concepts. Functions in most circumstances. Consistently solves problems using solid principles of scientific inquiry.
Ethical Aspects of Research _____	Poor grasp of ethical issues in research.		Understands fundamental concepts of ethical research conduct.		Superior understanding of appropriate ethical research conduct.
RESEARCH SKILLS					
Technical Skills in Lab _____	Common laboratory techniques poorly performed; slow to learn new skills; unfamiliar with equipment.		Performs common laboratory techniques competently. Applies a limited number of techniques in a reproducible fashion.		Careful and meticulous in technical skills; readily acquires new techniques and adapts them to problem at hand.
Hypotheses Formulation _____	Unable to apply basic knowledge to formulate testable hypotheses.		Formulates hypotheses that need limited revision and follow directly from previous results or widely available data.		Formulates clear hypotheses which suggest subsequent experiments; is able to synthesize knowledge to permit novel perspectives.
Ability to Interpret Data and Generate Conclusions _____	Displays limited abilities to interpret data; draws inappropriate or unsubstantiated conclusions.		Understands how data supports or refutes experimental hypothesis and interprets results in like of which has been previously demonstrated.		Ability to interpret results and to discriminate erroneous data from novel observations. Displays ability to integrate findings in context of supportive and contradictory data.
WORK HABITS					
Self-Directed Learning _____	Rarely reads recent literature; below average knowledge of research area; rarely attends relevant seminars and clubs.		Reads recent literature, occasionally without prompting; average knowledge of research area; occasionally attends relevant seminars and clubs.		Reads widely in area of research without prompting; above average knowledge of research area; frequently attends relevant seminars and journal clubs.
Organizational Skills: Lab Books & Records _____	Messy lab book; frequently unable to locate specific experiments; experimental protocols poorly detailed.		Lab book well organized; experimental protocol always available but occasionally lacks details.		Meticulous detailing of experiments in lab books; neat, accurate and organized records.
Time Utilization _____	Poorly organized; frequent conflicts in schedule interfere with experiments.		Well organized; experiments usually planned in advance.		Extremely well organized; timing of experiments planned in advanced.
TEAM RELATIONSHIPS					
_____	Behavior interferes with satisfactory performance. Demonstrates difficulty working with other members of the team.		Active member of the team who works well with other members. Provides appropriate instructions to technical assistants and allied staff; gets along with collaborators.		Active team member; leadership qualities are recognized by others; able to achieve best results in difficult situations using tact and diplomacy; provides excellent guidance to technical assistants and works well with collaborators.
DATA PRESENTATION					
Collation & Data Presentation _____	Unable to collate data for presentation without close supervision and direction.		Able to collate basic data for presentation but requires assistance in collation of data for secondary analyses.		Able to collate data for presentation and secondary analyses independently.

Abstract Writing _____	Unable to write an abstract without close supervision and direction.	Knows format and organization of an abstract. Able to write an abstract with supervision, but editing required.	Able to write an abstract independently.
Manuscript Writing _____	Unable to write a manuscript without close supervision and direction. Requires close supervision to follow appropriate citation guidelines.	Knows format and organization of a manuscript. Able to write a manuscript with some supervision but, editing required.	Able to write a manuscript independently.
Use of Statistics _____	Poor working knowledge of basic statistical tests.	Performs basic statistical tests and uses them in appropriate settings with some assistance. Familiar with statistical software package.	Good knowledge of advanced statistical tests and their application. Good knowledge of statistical software packages.
CHARACTER			
Motivation _____	Requires consistent reminders to complete tasks; does less than required.	Tasks always performed on time.	Demonstrates initiative in envisioning and pursuing project-related tasks.
Perseverance _____	Makes little attempt to overcome obstacles.	Makes some attempts to overcome obstacles.	Persists until obstacles overcome.
Judgment _____	Unable to arrive at right decisions; solutions to problems inaccurate and not appropriately derived.	Often arrives at right decisions; solutions to problems are mostly accurate and appropriately derived.	Consistently arrives at right decisions; analyzes all available data prior to decision.
Integrity _____	Sometimes exaggerates results. Sometimes copies others' ideas and writing. Rarely takes ownership of errors.	Rarely exaggerates results or copies others' ideas and writing. Takes ownership of most errors.	Never exaggerates results or copies others' ideas and writing. Takes ownership of all errors.

COMMENTS:

Strengths _____

Weaknesses _____

Other comments from Supervisor:

Supervisor Signature

Date

(I HAVE MET WITH MY STUDENT AND PROVIDED CONSTRUCTIVE FEEDBACK ON MY RATINGS AS ABOVE)

Comments from Student:

Student Signature

Date

(I HAVE MET WITH MY SUPERVISOR AND DISCUSSED MY RATINGS AS ABOVE)

Please have a discussion of assessment and return completed form within two weeks of your Annual Report/meeting to the Physiology Graduate Office). Thank you.