

## FES Graduate Assessment Guidelines

### PRIOR TO THE PRELIM OR FINAL EXAM

By the end of the 2<sup>nd</sup> quarter (MS, MF students) or the end of the 3<sup>rd</sup> quarter (Ph.D students) of their program, the student must work with their committee to develop a competency plan and a completed Program of Study form. These should be signed by the student, their committee and the FES Graduate Program Advisor and a copy placed in the student's file in the FES department office .

1. The student is responsible for:
  - a) Meeting with their committee, develop specific learning outcomes associated with each competency ,
  - b) Developing a written plan to achieve the specific learning outcomes and meet the competencies that is acceptable to the student's graduate committee,
  - c) Obtaining signatures on the competency form indicating acceptance of the plan by the student's committee and the FES graduate program advisor prior to filing the Program of Study form with the graduate school and finally,
  - d) Filing a signed copy of the plan in the student's file in the FES department office prior to the defense (for MF and MS students) or prior to the preliminary exam (Ph.D students).
  - e) ***Making sure the signed plan is available to all committee members during the preliminary exam and at the final defense.***

### DURING THE PRELIM OR FINAL EXAM

Competencies are to be tested and assessed by the student's Graduate Committee at preliminary exams and at final defenses. All committee members may participate in the assessment. The "FES representative" (see below) is responsible for leading any discussion about the competencies and for filing the completed form with the FES Department before the thesis is signed by the department head (details below).

2. During the defense portion of the exam, all committee members may ask questions in order to assess how well the student has met the FES competencies. However, it is the responsibility of the major professor and any regular members of the FES department ('regular' means not courtesy, not adjunct, and regularly attends departmental meetings) to assess how well the student meets the competencies as outlined by the student's competency plan.
3. The Competency Plan, written by the student and agreed to by the student's graduate committee will be used to define the specifics by which each category is assessed.
4. It is preferable that committee members rely on outcomes which are demonstrated during the defense to assess how well a student has met each competency. However, committee members may use evidence of demonstrated ability outside of the exam when such demonstrations are not possible during the exam (e.g., teaching, ethical behavior during research).
5. As part of roundtable evaluation of the student at the conclusion of the defense, this form will be filled out by the "FES representative," who is a committee member and regular member of the FES department (not courtesy, not adjunct, and regularly attends departmental meetings) with input from the committee. All committee members will initial the form.
6. It is preferable that the FES representative is a regular member of the FES department (see above) but not the major professor. The FES representative leads the discussion and solicits input from the student's committee in order to complete the Defense Assessment form. If the major professor is the only regular member of the FES department then they may lead the discussion and complete the form.
7. **Competencies are assessed independently of the thesis and overall defense. That is, the failure to meet expectations for any competency need not necessarily affect the vote to pass or not.**
8. Any required remedial action for the student and the time line for that action are to be recorded in the comments section or on an attached sheet of paper.
9. The student will sign the form acknowledging they understand the assessment.

### AT THE CONCLUSION OF THE PRELIM OR FINAL EXAM

10. The "FES representative" is responsible for turning the form into the FES Department Office immediately after the exam. The form will be placed in the student's file. The FES Department Head will not sign off on a completed thesis unless a signed, completed assessment form is on file with the department.

# Forest Ecosystems and Society Graduate Assessment

Candidate Name \_\_\_\_\_

Degree: MF MS Ph.D

FES representative \_\_\_\_\_

Date of Exam \_\_\_\_\_

Competency	Does not meet expectations	Meets Expectations	Comments (Please note if not observed or unable to evaluate. Exceptional abilities may be noted here. Dissenting votes should also be recorded here. )
Disciplinary Skills and Knowledge			
Interdisciplinary Collaborative Problem Solving			
Communication Skills			
Teaching (only if applicable)			
Critical thinking / awareness skills			
Research Skills			
Research Ethics and Responsibilities			
Policy Analysis / Interpretation			

**Scholastic Outputs:** check any which have been produced by the student as a result of their degree program

\_\_\_\_ Peer reviewed and refereed publication

\_\_\_\_ Non-peer reviewed but refereed publication

\_\_\_\_ Other, please describe:

\_\_\_\_ Non-peer reviewed non-refereed publication

\_\_\_\_ Oral presentation or poster at professional conference

Defense Outcome	Does NOT pass	Pass with 1 dissenting vote	Pass with no dissenting votes
(check one box please)			

<b>Summary of remedial or future actions requested of student including timeframe. Additional pages may be attached.</b>	
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Major Prof Name \_\_\_\_\_

Initial \_\_\_\_\_

Comm. Member Name \_\_\_\_\_

Initial \_\_\_\_\_

Comm. Member Name \_\_\_\_\_

Initial \_\_\_\_\_

Comm. Member Name \_\_\_\_\_

Initial \_\_\_\_\_

Comm. Member Name \_\_\_\_\_

Initial \_\_\_\_\_

Comm. Member Name \_\_\_\_\_

Initial \_\_\_\_\_

Grad Council Rep. Name \_\_\_\_\_

Initial \_\_\_\_\_

Student Acknowledgement: I have read the assessment and understand the results.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date