

Integrated Biomedical Sciences Graduate Program

Name of Discipline _____

Evaluation of Qualifying Exam Submitted by Each QE Committee Member

Student Name _____ Month/Year Started Program _____ Exam Date _____

Committee Member Name _____

Instructions to Evaluator: Rate each item with 1, 2, 3, or 4; then provide an Overall Rating.

	No Proficiency Demonstrated Failure (1)	Marginal Proficiency Demonstrated Unsatisfactory (2)	Proficiency Demonstrated Satisfactory (3)	Exceptional Proficiency Demonstrated Honors (4)	RATING (1-4)
Hypothesis and Significance	Failed to demonstrate the significance of the proposed work and a testable hypothesis.	Superficial demonstration of the significance of the proposed work by providing a basic argument that defends the hypothesis.	Satisfactory demonstration of the significance of the proposed work by providing a compelling argument that defends the hypothesis.	Exceptional demonstration of the significance of proposed work, including effectively providing defense and abstract implications of the hypothesis.	
Experimental Strategies and Methods	Failed to present a realistic strategy and appropriate methods for testing the stated hypothesis.	Undeveloped experimental strategies and questionable methods for testing the stated hypothesis.	Satisfactory experimental strategies and methods for testing stated hypothesis, with basic explanations for why specific methods were chosen , and alternative approaches should proposed strategies fail.	Fully developed experimental strategies and advanced explanations for why specific methods were chosen including detailed explanations of the principles on which methods work, and why alternative methods were not chosen.	
Data Collection, Analysis and Interpretation	Failed to explain how data would be collected/analyzed so as to derive valid conclusions regarding the stated hypotheses, and possible experimental outcomes.	Superficial explanation of data collection/analysis likely to yield weak conclusions regarding the stated hypotheses; no possible experimental outcomes proposed.	Satisfactory explanation of data collection/analysis, including possible experimental outcomes and statistical analysis to demonstrate validity of conclusions regarding stated hypotheses.	Exceptional explanation of data collection/analysis, including possible outcomes and insights impacting the general field of study , and statistical analysis demonstrating validity of conclusions regarding hypotheses.	
Verbal Communication	Failed to communicate ideas or explain conclusions.	Marginally effective communication of findings and results, often lacking clarity due to missing details.	Satisfactory communication , with clarity and expected detail, of findings and results.	Highly effective communication , including general implications of results in relation to the field of study.	

Knowledge Directly Related to Student's QE Proposal	Failed to demonstrate knowledge directly related and specific to QE proposal.	Superficial knowledge directly related to the QE proposal.	Satisfactory knowledge directly related to the QE proposal.	Exceptionally comprehensive knowledge directly related to QE proposal.	
Knowledge of Relevant Literature	Failed to provide evidence published by other investigators supporting the QE proposal.	Superficial knowledge of evidence published by other investigators supporting the QE proposal.	Satisfactory knowledge of evidence published by other investigators supporting the QE proposal.	Exceptionally comprehensive knowledge of evidence published by other investigators supporting the QE proposal.	
Responses to Criticisms From Examiners	Failed to address criticisms of proposed research.	Rarely addressed criticisms of proposed research successfully.	Frequently addressed criticisms of proposed research successfully.	Always addressed criticisms of proposed research successfully.	
Knowledge Indirectly Related to the Student's QE Proposal	Failed to demonstrate general knowledge expected of students at this point in their training.	Superficial general knowledge expected of students at this point in their training.	Satisfactory general knowledge expected of students at this point in their training.	Exceptionally comprehensive general knowledge that exceeds typical students at this point in their training.	
Future Studies	Failed to envision "where the research would go" following completion of the proposed studies.	Superficial vision regarding "where the research would go" following completion of the proposed studies.	Satisfactory vision regarding "where the research would go" following completion of the proposed studies.	Exceptional vision regarding how the proposed studies should be extended to advance the field.	
Overall Critical Thinking	Failed to demonstrate any ability to approach scientific questions with rational experimental strategies.	Superficial ability to approach scientific questions with rational experimental strategies.	Satisfactory ability to approach scientific questions with rational experimental strategies.	Exceptional ability to approach scientific questions with rational experimental strategies and insights that exceed students at the current stage of training.	

The **Overall Rating** reflects the student's total performance. The Overall Rating should be consistent with, but is not a mathematical average of, the individual ratings shown above that may each carry different weight.

OVERALL RATING:	
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COMMENTS FROM COMMITTEE MEMBER: Indicate below, factors that influenced your ratings. Be particularly detailed if a rating of 1 or 2 is given; provide suggestions for how the student could improve performance. Attach additional pages if needed.

Integrated Biomedical Sciences Graduate Program

Name of Discipline

ORAL QUALIFYING EXAM SUMMARY REPORT (To be completed by the Qualifying Examination Committee Chair)

STUDENT: _____

SUPERVISING PROFESSOR: _____

DATE WRITTEN PROPOSAL SUBMITTED: _____

DATE APPROVED: _____

DATE OF ORAL QUALIFYING EXAM: _____

QE COMMITTEE MEMBERS:

Overall Ratings

1. _____ (Committee Chair)	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Attach individual evaluation forms from committee members to this summary.

FINAL GRADE *: **Honors (H)** – Mean of Overall Ratings = 3.5- 4.0, and there is no committee member's Overall Rating of < 3.

Satisfactory (S) - Mean of Overall Ratings = 2.5 – 3.4, and no more than 1 committee member's Overall Rating of < 2.0.

Unsatisfactory (U) - Mean of Overall Ratings < 2.5.

* Cut-offs are midpoints between mean Overall Ratings

MEAN OF OVERALL RATINGS

FINAL GRADE (H, S, or U)

COMMENTS: Indicate factors resulting in the Final Grade shown above. If the student receives a Final Grade of U, indicate **specific weaknesses** that resulted in that grade and suggestions for resolving weaknesses. Attach additional pages if needed.

This summary report, together with the original rating sheets from QE Committee members, should be sent from the chair of the QE Committee to the appropriate Discipline Director for 1) Inclusion in the student's academic file and 2) Distribution to the student and the student's supervising professor. In addition, **this summary report should be forwarded to the chair of the Executive Committee on Graduate Studies (eCOGS) of the IBMS Graduate Program.**

GUIDELINES FOR RECOMMENDATIONS AND SUBSEQUENT ACTIONS

Grades posted on the Registrar's grade site for students enrolled in the IBMS 7001 course (Qualifying Exam) can be one of the following:

Satisfactory with Honors (H); Satisfactory (S); Unsatisfactory (U); Incomplete (I)

Satisfactory with Honors:

*A grade of **Honors (H)** will be posted for IBMS 7001 indicating that the student's performance during the QE demonstrated no major flaws or weaknesses, and was considered exceptional for a student at the current stage of training.*

This grade will be submitted to the Registrar for IBMS 7001 if the **Mean Overall Rating for the QE is 3.5 - 4.0**, and **no Overall Rating given by any committee member is less than 3.**

Satisfactory:

*A grade of **Satisfactory (S)** will be posted for IBMS 7001 if, overall, the student's performance during the QE demonstrated few significant concerns. It is possible that some specific areas for potential improvement were identified that should be noted in the comments sections. Recommendations for making such improvements will be forwarded to the student's supervising professor and Discipline Director.*

This grade will be submitted to the Registrar for IBMS 7001 if the **Mean Overall Rating for the QE is 2.5- 3.4** and **no more than one committee member gives an Overall Rating of less than 2.**

Unsatisfactory:

*A grade of **Unsatisfactory (U)** will be posted for IBMS 7001 indicating that serious shortcomings in student performance were identified. A grade of U may result in the IBMS eCOGS considering the student for dismissal from the IBMS Graduate Program. Detailed justification of such an action would be required from the Discipline Director.*

This grade will be submitted to the Registrar for IBMS 7001 if the **Mean Overall Rating is < 2.5.**

If recommended by the QE Committee, the student may undertake remediation by being re-examined (**once**) **within 60 days** of the recommendation. Details regarding the expectations and logistics of the remediation should also be included in the recommendation and should be consistent with specific expectations of the IBMS Graduate Program and the student's discipline. If a re-examination is to take place in the following semester, the recommendation should include a notation that the student should be given an **Incomplete (I)** for IBMS 7001 until such time as a grade change can be made reflecting that the remediation was successfully or unsuccessfully completed. Upon successful remediation, the QE Committee will recommend that the student's grade be changed to Satisfactory (S). Unsuccessful remediation will result in a recommendation from the QE Committee for a grade change from I to U, in which case a recommendation should be sent from the Discipline Director to the Chair of eCOGS that the student be dismissed from the IBMS Graduate Program.