**Student Name Departmental Evaluation:**

Enrolled in program beginning:

Semesters in program:

Degree objective:

Anticipated graduation date:

Advisor:

**Summary statement and key recommendations:**

Optional student and advisor follow-up/response is encouraged and can be included here or appended as additional documents.

|  |  |  |
| --- | --- | --- |
| **Program Area** | **Description of Requirement** | **Student Progress** |
| Preparatory Engineering Classes | Students entering the department without previous B.S. degrees in Chemical Engineering are take required or recommended classes to prepare for the PhD qualifier courses listed below. There is no required grade in these classes except that the grades do influence overall GPA. |  |
| PhD Qualifier | “The requirement is satisfied if the GPA for the four core areas is 3.50 or better. Students who do not pass the Qualifying Requirement may petition to complete the Qualifying Requirement by an alternative method acceptable to the research advisor, the PhD examination committee, and the departmental graduate faculty.” While students may be exempted from requirements in the core based on previous coursework, grades from other institutions are typically not used in calculating passage of GPA in the University of Iowa core classes.  Technical Communication   * Intro to Lit Review and Proposal Writing CBE:5105   Thermodynamics   * Intermediate Thermodynamics CBE:5110   Transport   * Transport Phenomenon CBE:5115   Kinetics   * Intro to Biochemical Engineering CBE:5205 * Atmospheric Chemistry & Physics CBE:5425 * Polymer Chemistry CBE:5315 | **Technical Communication**   * Intro Lit Review & Proposal Writ CBE:5105   **Thermodynamics**   * Intermediate Thermodynamics CBE:5110   **Transport**   * Transport Phenomenon CBE:5115     **Kinetics**   * Intro to Biochemical Engin CBE:5205 * Atmospheric Chemistry & Physics CBE:5425 * Polymer Chemistry CBE:5315     **Current core GPA:** |
| Research committee formation | The PhD committee normally has five members, one of which must be from outside the department. By the 3rd semester, the CBE department participants of the committee should be confirmed as participating on the committee. |  |
| Annual Progress Report | An annual “Graduate Progress Update” must be submitted each year prior to the Friday of the 6th week of the spring semester. This usually serves as key material for a subsequent committee meeting. | The report is due March 1, 2020 and the form can be found in the graduate handbook. |
| Committee Meeting | First year graduate students meet with the graduate examination committee. The meeting is recommended before the Friday of the 10th week of the spring semester. | The meeting is due March 31, 2020. You will be contacted by the department for scheduling of the meeting. |
| Year 2 and beyond committee meeting | In years 2 and beyond, in any year without an examination (e.g. a comprehensive or thesis examination), all graduate students are to meet with their dissertation committees. The meeting is recommended before the Friday of the 10th week of the spring semester. Attendance of external committee members is at the discretion of the thesis advisor. |  |
| Faculty Mentoring program | Students are highly encouraged to meet at least three times per year with their formal mentor. | Your faculty mentor is |
| Student Peer-to-peer mentoring program | In 2012, we are establishing a graduate student peer mentoring program. The key elements of the mentoring program would are: (a) each incoming graduate student would have a more senior graduate student (2nd, 3rd, or 4th year) that would contact the incoming student from time to time during the summer, and though out the first year of classes; (b) this would be an entirely volunteer program; (c) the goal is to improve the first year experience for incoming graduate students and help them integrate into the CBE department quickly and successfully. | Your peer-to-peer mentor is |
| Ethics requirement | All PhD students and MS thesis students are required to enroll in and complete the College of Engineering course “Engineering Ethics” ENGR:7270 – a one semester seminar course – to be taken during their first semester. |  |
| Service expectation | All graduate students are expected to identify (in their individual development plans) and carry out ten hours or more of service per semester. |  |
| Comprehensive Exam | The general rules for the administration of the PhD comprehensive examination are contained in the policies and procedures of the Graduate College. The comprehensive examination consists of a written dissertation research proposal and an evaluation of research progress by the dissertation committee. The proposal must be presented orally and is open to the public. The proposal should contain the plan of study and some preliminary results. A guideline for the proposal format is given in the Appendix of this document. The proposal must be completed no later than two years after entering the department. Non-chemical engineering students will receive one extra year to fulfill this requirement. The student who does not meet these deadlines will be warned that they are failing to make appropriate progress in the program, which may lead to reduced financial aid or dismissal from the program. |  |
| Breadth Requirement | All graduate students must also complete at least one course (3 sh, selected in consultation with the research advisor) in an area outside their own specialization area from the department’s specialization areas – Polymeric Systems, Environmental Systems, and Biological Systems. | Discuss with advisor |
| Teaching Assistantships | All graduate students are required to be teaching assistants at least twice during their residency (except for non-thesis MS candidates) so that they can learn the skills needed to train and educate others, an important distinction between the undergraduate and graduate degrees. Good to excellent performance as a TA (based on the evaluation of the instructor) is required for continued good standing in the Department. |  |
| TA Certification | Teaching assistants whose native language is not English may be required to take the TA certification test. Depending on the test outcome, the student may have recommended ESL classes and may need to retake the certification test. |  |
| English Proficiency Exam | All students whose native language is not English may be required to take the English Proficiency Exam. Courses recommended as a result of the EPE exam become graduation requirements, and failure to register for the required courses may prevent registration for additional courses. |  |
| Non-terminal masters | The department requires PhD students without previous masters degrees in Chemical Engineering to complete a non-thesis masters degree en route to the PhD degree. The requirements for this are:   1. Completion of 30 s.h. of approved graduate coursework with a 3.25 GPA or higher 2. Approval by your advisor of a manuscript intended for peer-reviewed publication 3. Departmental seminar   Please note that the MS and the PhD cannot be granted in the same semester, and that applications for the degree are due early in the semester (e.g. February for spring semester and September for fall semester). |  |
| Graduate college GPA requirement | A doctoral student on regular status shall be placed on probation if, after completing 8 hours of graduate work, the student's cumulative grade-point average on graduate work done at The University of Iowa falls below 3.00. If, after completing 8 more semester hours of graduate work at this University, the student's cumulative grade-point average remains below the required level, the student shall be dropped from the program and denied permission to reregister unless the student applies and is accepted for a nondoctoral degree or certificate program. If, after completing the second 8 semester hours, the cumulative grade-point average is at least 3.00, the student is returned to good standing. |  |
| Departmental GPA Requirement | Students must maintain a minimum composite GPA of 3.25. |  |
| Departmental Seminar Attendance | Registration and attendance of graduate seminar CBE:5000 is required for PhD and thesis masters students in residence. |  |
| Giving a Departmental Seminar | Before or during the 4th year of the program, each PhD and MS student should give a research presentation in the Graduate Seminar. |  |
| Research Productivity | Generally good to excellent performance in research productivity (based on the written evaluation of the faculty advisor and/or research director) is required for continued good standing in the Department. |  |
| Peer-reviewed publications | The Department highly recommends peer-reviewed publication of research results. The expectation is to have a paper submitted (first author or co-author) by year 3 and a first author paper submitted by year 4. | By completion of third year:  First-Author: |
| Special requirements due to fellowships or programs | Requirements determined on a case by case basis. |  |
| Lab safety | Following safe work practices, training requirements, and training documentation requirements as instructed by lab PI. Quoting the grad handbook, “The PI of each laboratory is responsible for initial and annual training of all students and staff working in the lab. Typical training requires online training in Chemical Safety for Labs, Safety Procedures for UI, PPE (Personal Protective Equipment) Awareness for Labs, Hazardous Material Preparedness and Spill Response, and lab specific training in the Chemical Hygiene Plan / Lab Chemical Safety which covers access to MSDS sheets, training and Standard Operating Procedural requirements for the specific lab, evacuation routes, and PPE requirements for the lab. Initial and annual training, such as in compressed gasses, laser safety, blood borne pathogens, ionizing radiation, or other topics may be appropriate.” | Discuss with advisor |
| PhD Dissertation and Defense | The general rules for the administration of the final examination are contained in the policies and procedures of the Graduate College. The final examination is administered by the candidate’s committee and consists of an oral presentation by the candidate of their dissertation work. The final examination is a critical inquiry into the purpose, methods and results of the research and may include intensive examination in areas related to the investigation. PhD and MS final examinations are open to the public. The final examination may be reported as satisfactory or unsatisfactory. Two or more unsatisfactory votes constitute a failure. The final examination may be repeated once at the discretion of the examining committee.  The final examination should be scheduled as early in the semester of graduation as possible in order to provide as much time to make the required corrections and additions to the thesis or dissertation that are required by the examining committee. In general, the final examination should be scheduled no later than two weeks before the final deposit deadline. The final examination must be passed no later than five years after passing the comprehensive examination for PhD students and no later than 4 years after entry into the graduate program with an external MS. Failure to meet this deadline indicates that the student is failing to make appropriate progress in the program, which may lead to reduced financial aid or dismissal from the program. |  |
| Overall Status | Good standing in the department requires satisfactory performance in teaching assistantships and research, attendance of graduate seminar, satisfactory progress toward degree per the milestones in the Graduate Handbook, a minimum GPA of 3.25, and professional conduct as described in the graduate handbook. Students who are not in good standing may be required to meet more frequently with faculty review committees. |  |