Family Medicine Graduate Student Progression Evaluation Form

TO: Prof. ____________________, Supervisor of ___________________

Academic Year: 2016-17 (September – May)

FROM: Dr. Bridget Ryan, Acting Graduate Program Chair

RE: Evaluation of MCISc / PhD Research Progress

Procedure: All Faculty Supervisors of Graduate Students in Family Medicine are asked to report the research progress of their students. The student is asked to indicate which components of the research have been completed (e.g. acceptance of the research proposal, review of the literature, data collection, etc.). The report should reflect how well the student is progressing towards his or her degree in terms of objective benchmarks. These benchmarks are general guidelines; individual areas may differ slightly. For Doctoral students, the form also asks about progress on their comprehensive examination. Finally, the form allows the supervisor(s) / comprehensive exam committee chair to provide further comments. The form contains signature lines for the student, the Supervisor/Co-supervisor, Comprehensive Examination Committee Chair (CEC) and the Program Chair.

Supervisor / Co-supervisor / CEC Chair must meet with their students (either in person or via Skype or Vidyo) to discuss the evaluation and students must sign the form to indicate that they have seen it. Students who are not resident in London must also be contacted to discuss the evaluation with their supervisor.

Submission Deadline: May 15, 2017

Report: Completed evaluation forms will be used to compile the June Evaluation Report for discussion at the May Graduate Studies Committee meeting.

Meeting: All Graduate Studies faculty will review the report at the June Progress Meeting to be held at 10:30 am on the 2nd Wednesday of June each year in WCPHFM 1103 unless otherwise advised.

Letters: The Family Medicine Program office will use these forms to prepare the letters distributed to inform students of required action in the next term to meet specific benchmarks.
SECTION A: TO BE COMPLETED BY STUDENT

1. ☐ MCISc Thesis ☐ Research Project ☐ PhD Comprehensive Exam
   ☐ Major Essay ☐ PhD Thesis

2. Of the expected 8 meetings (September – April) for the 2016-17 academic year, I have attended:
   ☐ 8 ☐ 7 ☐ 6 ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ 0

3. Have the following components of the research work been completed?

<table>
<thead>
<tr>
<th>Benchmarks</th>
<th>Yes</th>
<th>No</th>
<th>Not Applicable</th>
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<tbody>
<tr>
<td>Draft of proposal to supervisor</td>
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<td>Acceptance of proposal by Graduate Studies committee</td>
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<td>Preparation of research materials (Ethics submission)</td>
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<td>Review of literature</td>
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<td>Design of study</td>
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<td>Data analysis and interpretation</td>
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<td>Draft of research report to supervisor(s)</td>
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<td>Comprehensive Examination benchmarks as per Comprehensive Examination outline</td>
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List of dates to work toward: ______________________________

SECTION B: TO BE COMPLETED BY SUPERVISOR(S):

1. Rate of Progress:
   ☐ Exceeds Expectations
   ☐ Meets Expectations
   ☐ Fails Expectations
2. General comments on Research progress:

I acknowledge the above evaluation has been discussed with me.

__________________________________________
Student Signature

__________________________________________  __________________________________________
Supervisor(s) Signature

__________________________________________
Program Chair Signature