**Jimenez Group – University of Colorado-Boulder**

**Graduate Student Summary of Accomplishments & Plans (v6.3)**

**Period: 1-Jan-2013 to 31-Dec-2013**

**Student Name: Date: Degree Objective & Dept:**

**--------------------------------------------------------------------------------------------------------------------------------------**

**Procedure: student completes form and emails it to Jose. Jose responds in 2nd form below, and student responds once to Jose’s comments at the bottom of 2nd form. Then we meet and discuss.**

**Please address the areas outlined below as thoroughly as possible (but don’t go overboard, this should not take more than 1-2 hrs), then email this form to Doug & Jose within 1 week of receiving it. The form has been updated, so please type or paste into this form, rather than editing the form from last time.**

**S1. Big Picture Plan Towards Graduation**

**S1.1. Classes and Cumes / Written / Oral Exams. List all classes taken since your start at CU (including grades), classes that you expect to take while at CU, and results and/or expected dates or deadlines for cumes, written and oral exams.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Classes (Professor) / Exams** | **Semester/Date Taken** | **Credits** | **Grade** |
| *Example: CHEM-5181: Mass Spec & Chromatography (Jimenez)* | *Fall 2011* | *3* | *A* |
|  |  |  |  |

**S1.2. Research Plan towards graduation. Summarize your status in terms of the 3 journal paper minimum for PhD graduation, or 1 paper for Masters. Please enter typical group dates from your start date as listed in** [**http://tinyurl.com/PolProc**](http://tinyurl.com/PolProc)**.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestones** | **Typ. Group Date**  | **Actual Date** | **Expected Date** | **Details and Comments** |
| Start of PhD at CU |  |  |  |  |
| Pass All Classes |  |  |  |  |
| Pass Written Exam(s) |  |  |  |  |
| Pass Oral Exam |  |  |  |  |
| Initial Draft of 1st P |  |  |  |  |
| Complete Draft of 1st P |  |  |  |  |
| Submit 1st P |  |  |  |  |
| Publish 1st P |  |  |  |  |
| Initial Draft of 2nd P |  |  |  |  |
| Complete Draft of 2nd P |  |  |  |  |
| Submit 2nd P |  |  |  |  |
| Publish 2nd P |  |  |  |  |
| Initial Draft of 3rd P |  |  |  |  |
| Complete Draft of 3rd P |  |  |  |  |
| Submit 3rd P |  |  |  |  |
| Publish P |  |  |  |  |
| Thesis Defense |  |  |  |  |
| Turn in Final Thesis and Graduate |  |  |  |  |

**Percentage of PhD (or Master’s) research completed (as estimated by student). Note that this refers to the actual research that you have completed, and 33% = 1 published paper. Approximately 10% is a first draft, 18% a complete draft, 25% a submitted paper, and 33% when it is published: XX%**

**Update your personal schedule in the J-Group schedule page and bring a printout to the meeting:** [**https://docs.google.com/spreadsheet/ccc?key=0Arne3B66AUZCcHBXY01sX1k2eGZLY1pBcVhrV1oyYWc#gid=15**](https://docs.google.com/spreadsheet/ccc?key=0Arne3B66AUZCcHBXY01sX1k2eGZLY1pBcVhrV1oyYWc#gid=15)

**S2. Research Accomplishments During the Reporting Period**

**S2.1. First author journal papers. Include full citation, including in prep, submitted, in press.**

Type here

**S2.2. Co-Authored journal papers. List total number of published, in press, submitted, or in prep. (full citation not necessary). Only list full citation if you did substantial work for that specific paper.**

Type here

**S2.3. First Author conference presentations and posters. Include full citation.**

Type here

**S2.4. Co-Authored conference presentations and posters. List total number of talks and posters. Only list full citation if you did substantial work for that specific presentation or poster.**

Type here

**S2.5. Software development, instrument development, numerical model development, etc.**

Type here

**S2.6. Fellowship and other proposals written or awarded, other awards. Teaching assistantships performed.**

Type here

**S2.7. Presentations to group meeting or journal club. Indicate date, title, and length.**

Type here

**S2.8. Summarize how do you track of your research in your lab notebook, whether paper or electronic. Please bring your research notebook to our meeting if on paper, or be prepared to show it at the meeting if electronic.**

Type here

**S2.9. Other research-related work. (e.g. collaborations with other research groups, reviewing papers, maintaining a database, field work, lab work, etc.)**

Type here

**S2.10. Typical work schedule and average number of hours worked per week.**

Type here

**S2.11. Days of vacation taken during 2013. (CU policy is 10 working days, in addition to 10 CU holidays listed in the** [**CU Academic Calendar**](http://hr.colorado.edu/pages/holiday_schedule.aspx)**)**

Type here

**S3. Keeping Track of the Literature in your Area**

**S3.1. Summarize how do you keep track of the literature on your area of research. Do you use Feedly? Which journals do you follow, how, and how frequently (on average)? How much do you read / skim of the papers of interest? For how many papers per week or per month do you at least read the abstract and look at the figures?**

Type here

**S3.2. How many papers have you posted to the group literature G+ over the last year, and are they from the journals you are in charge of? (see** [**this link**](http://cires.colorado.edu/jimenez-group/wiki/index.php/Policies_Procedures#Am_I_expected_to_follow_the_research_literature.3F)**). (Group rule is >= 1/month, better 2/month). *(Easy to find out by searching for your name in the feed).* If too low, how are you going to organize yourself in the future to meet this goal? If you want to change the journals you are in charge of, discuss here as well. Do you read most of the posts from other people?**

Type here

**S3.3. Which alerts do you have currently active for your area of research in Web of Science (or similar)? How many papers do you get in this way per month? Please be ready to show a couple of recent emails from those.**

Type here

**S4. Service and outreach.**

**S4.1. Instruments, computers, web or wiki pages, or other items that you are responsible for maintaining for the group. *(Check the list in the Policies & Procedures page, suggest any changes, including items that you are ready to step up and take care of).***

Type here

**S.4.2. Do you keep the areas where you work on the lab clean and organized? Do you keep all the tools and parts you are using in a plastic bin? Are you aware that from now on each person is to discard packaging outside of the lab THE DAY that it arrives? (Unless there is a reason to keep it)**

Type here

**S4.3. List other tasks in service to J-group, division, department, etc., as well as outreach, and number of hrs spent on each.**

Type here

**S5. Self-evaluation Summary: please assess your performance over the last reporting period.**

Type here

**S6. Specific objectives and plans for the next 1 year period (longer if useful). Indicate estimated dates of completion of current projects, changes to current projects, starting of new projects, training needed, etc.**

Type here

**S6. Comments / Suggestions**

**S6.1. Additional comments on anything above or other work-related topics.**

Type here

**S6.2. List any suggested changes or additions to group policies and procedures (**[**http://tinyurl.com/PolProc**](http://tinyurl.com/PolProc)**).**

Type here

**S6.3. Do you have feedback for the group and/or advisor to improve support, productivity, group dynamics, etc.? We take this feedback seriously and e.g. the whole group meeting organization was changed as a result of this feedback.**

Type here

**S6.4. Feedback to improve this form or the performance review process.**

Type here

**Student Signature: I certify that this summary of accomplishments and plans is accurate to the best of my knowledge. I certify that I have read the list of current policies and procedures of the Jimenez Group (**[**http://tinyurl.com/PolProc**](http://tinyurl.com/PolProc)**), and I agree to abide by them. *Please attach a PDF of the current PolProc to your email.***

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**Signature Date**

**Jimenez Group – University of Colorado-Boulder**

**Advisor & Staff Scientist Assessment**

**of Graduate Student of Accomplishments & Plans**

**A1. Advisor & Staff Scientist assessment of accomplishments for this reporting period.**

Type here

**A2. Advisor & Staff Scientist assessment of status with respect to degree objective and timeline.**

Type here

**A3. Percentage of PhD (or Master’s) research completed (as estimated by advisor & SS): XX%**

**A4. Advisor & Staff Scientist assessment of plans for the next 1 year.**

Type here

**A5. Suggestions for improvement and other comments from Advisor & Staff Scientist.**

Type here

**A6. Group service tasks to be performed over the next 1 year.**

Type here

**A7. Advisor & Staff Scientist overall evaluation for the last year.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Rating / Item** | **Research Productivity** | **Progress towards graduation (per student’s own projections)** | **Keeping track of literature** | **Group Service** | **Overall Evaluation** |
| **Far exceeded expectations** |  |  |  |  |  |
| **Exceeded expectations**  |  |  |  |  |  |
| **Met expectations** |  |  |  |  |  |
| **Below expectations** |  |  |  |  |  |
| **Far below expectations** |  |  |  |  |  |

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**Advisor Signature Date**

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**Staff Scientist Signature Date**

**S7. Response or comments from student to the Advisor & Staff Scientist evaluation.**

Type here

**I acknowledge that I have discussed the feedback above with my Advisor and the group Staff Scientist:**

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**Student Signature Date**