MSE RPE Committee Checklist and Evaluation Instructions

CANDIDATE NAME: .................................. COMMITTEE MEMBER: ..................................

RPE DATE:

During the 2007 Nemacolin Retreat, the MSE faculty agreed to standardize the evaluation of the RPE system, to promote uniformity in enforcement of the deadlines and evaluation rules. The following checklist is to be used by all committee members as a tool before and during the RPE. Please circle YES or NO as appropriate for each statement.

1. Did the candidate prepare a written document of not more than 15 pages? YES / NO

2. Did you receive the document at least 10 days prior to the evaluation? YES / NO

Did the candidate demonstrate:

1. a fundamental understanding of research goals of the project; YES / NO

2. a knowledge of background literature related to the project; YES / NO

3. an understanding of the research tools that are used to accomplish project goals; YES / NO

4. a hypothesis for the experiments performed to date and for the immediate future; YES / NO

5. an ability to develop a research plan; YES / NO

6. an ability to produce and analyze their own research results; YES / NO

7. an ability to integrate materials fundamentals that are relevant to the project; YES / NO

The candidate is asked to give an oral presentation of approximately 30 minutes related to his/her research project. Following this presentation and the question session, the candidate will be asked to leave the room, and the committee grades the exam as usual (show of hands, 1 through 10, no fives).

1. In the case of a failing grade, the relevant failed characteristics must be identified in the written committee report;

2. In the case of a passing grade, but with one or more NO entries circled above, the committee must discuss the seriousness of the failed characteristic.

After committee discussion, the candidate will receive immediate oral feedback on both the strengths and the weaknesses in all seven areas, as well as any other relevant feedback. The results of the RPE (pass/fail) are to be passed on to the department head immediately following the examination. A written summary of the RPE, including all evaluation sheets, will be provided to the department head within two weeks after the examination.