**Carnegie Mellon Department of Chemistry**

**Candidacy Exam Assessment Form – Written Research Progress Report Component**

ADVISOR & CHAIR SHOULD EACH RETURN FORM TO STUDENT, OTHER COMMITTEE MEMBERS &

VALERIE BRIDGE AT LEAST 3 DAYS BEFORE ORAL EXAM.

**Student** **Date of Exam**

**Committee Member Completing this Form**

**Criteria 1. Substantial level of understanding of the theoretical and/or experimental background of the current project(s), including foundational areas relevant for future thesis work in the field**

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|  | **Excellent** (readily makes connections)  | **Good** (solid knowledge, appropriate for 2nd yr) | **Pass** (surface knowledge; better with prompting) | **Deficient** (significant gaps, major coaching needed) | **Fail** (unsuccessful even with heavy coaching) |
| Describes importance of the field of research, including long-term implications of the project |  |  |  |  |  |
| Puts project aims in context of primary literature  |  |  |  |  |  |
| **Overall Background**  |  |  |  |  |  |

**Criteria 2. Appropriate progress in obtaining and interpreting results to indicate ability to complete the Ph.D. successfully**

**and with increasing independence**

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| --- | --- | --- | --- | --- | --- |
|  | **Excellent** (equiv. to publication or conferencepresentation) | **Good** (good trajectory for timely Ph.D.) | **Pass** (fair progress, should improve) | **Deficiencies** (pace is slow; understanding of results is unclear) | **Fail** (serious concerns about ability to progress) |
| Presentation of results shows reproducibility |  |  |  |  |  |
| Analysis and interpretation of results is appropriate  |  |  |  |  |  |
| Amount of work completed is sufficient to show promise of a timely Ph.D.  |  |  |  |  |  |
| **Overall Results**  |  |  |  |  |  |

**Criteria 3: Ability to discuss substantively his/her ongoing work, including near-term future research plans as well as the context, rationale, major questions and methods for 1-2 years of his/her thesis work.**

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|  | **Excellent** (independent and feasible ideas for current work and the future) | **Good** (viable ideas for current work, shows some independent thinking for future) | **Pass** (some good ideas on current and future work but not yet well considered) | **Deficiencies** (limited effort, heavy coaching needed) | **Fail** (serious concerns about ability to progress) |
| Clear plan for 6-12 months ahead (3-4 pages) |  |  |  |  |  |
| Has in-depth understanding of next steps for thesis (vision, not operating as a technician)  |  |  |  |  |  |
| Strategies for potential pitfalls |  |  |  |  |  |
| **Overall Future Plans**  |  |  |  |  |  |

**Criteria 4: Scientific writing appropriate for Ph.D. level work**

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|  | **Excellent** (could be used directly in proposal or manuscript) | **Good** (clear, some editing required) | **Pass** (understandable overall, but some parts unclear, needs heavy editing) | **Deficiencies** (logic and organization poor, major revision required) | **Fail** (not understandable, needs remedial writing help) |
| Clear statement of problem or specific aims |  |  |  |  |  |
| Logical flow of ideas |  |  |  |  |  |
| Clear and concise; avoids jargon and long sentences |  |  |  |  |  |
| Professional format, with title page, abstract, well-labeled figures, and ACS-style references  |  |  |  |  |  |
| Proper grammar and English usage; carefully proofread |  |  |  |  |  |
| **Overall Writing Quality**  |  |  |  |  |  |

**Outcome of Written Progress Report**

**The completed form should be circulated to the other members of the advisory committee (see cover of student’s report) prior to sending the official copy to Valerie to send to the student.**

 **High Pass** – Good or Excellent on all four criteria. Student may proceed to oral preliminary exam without revisions. The report is worth 6 units as evidence of substantive research progress accomplishment toward the M.S. in Chemistry.

 **Pass** – At least pass on all four criteria. Student may proceed to oral preliminary exam. The report is worth 6 units as evidence of substantive research accomplishment toward the M.S. in Chemistry.

 **Conditional Pass** – Deficiencies in 1-2 criteria but no failures. Revisions are required. At the discretion of the committee chair, revisions may be required prior to or following the oral preliminary exam. The maximum time allowed for revisions is 2-3 weeks. Pending revisions and the advisor’s and a GPC Co-Chair’s approval, the revised report may be worth up to 6 units as evidence of substantive research accomplishment toward the M.S. in Chemistry.

 **Fail** – Deficiencies in most areas or failures in any areas. When either the Advisor or Advisory Committee Chair rates the written report as Fail, the oral exam may be delayed up to 3 weeks for revisions, or no later than one week before the end of the semester, as determined by the Advisor, Chair and GPC Co-Chairs. The student will be on probation in the department with the opportunity to revise and resubmit **at least one week before the oral exam date.** The deadline for the oral exam, set in agreement with the Advisory Committee Chair, the Advisor, and GPC Co-Chairs is .

Note that if there are suspected academic integrity issues, the person identifying the concern must gather the evidence and discuss the matter with the department head or GPC Co-Chairs according to the departmental academic integrity procedures and penalties, when warranted, will be determined separately from the outcome of the written progress report. The concern should be kept confidential and not be raised with the Advisory Committee at the exam.

**IMPORTANT:** **Please provide sufficient details about the expectations so that the criteria for proceeding to the oral preliminary exam are clear (attach explanation, as needed).** It is critical to consult with the GPC Co-Chairs regarding the appropriate level of detail for a student who is or will be on probation.