

SUMMARY OF THE MMTS GRADUATE STUDENT RESEARCH PROGRESS EVALUATION FORMS

Upon completion, all forms should be electronically forwarded to Molecular Medicine & Translational Science (MMTS) Graduate Program Administration. If electronic transmission of the forms is not possible, hard copies should be forwarded to MMTS Graduate Program Administration, 3rd floor, Wake Forest Biotech Place

Who is being evaluated?	When does the evaluation occur?	Which form to complete for the evaluation?	Who completes the evaluation form?
MMTS grad student	At the beginning of the Summer semester each year.	FORM A MMTS Program Student Progress Report (Electronic fillable form – no handwriting)	The MMTS graduate student will complete FORM A and then forward it to their mentor and MMTS Graduate Program Administration .
MMTS grad student mentor	At the beginning of the summer semester of each year.	FORM B-MMTS PhD Program Student's Form for Evaluation of the Mentor (Confidential) (Electronic fillable form – no handwriting)	The MMTS graduate student will complete FORM B and then forward to MMTS Graduate Program Administration .
MMTS grad student at the time of the initial and/or annual advisory committee meeting.	At the initial or annual advisory committee meetings.	MMTS Graduate Student Committee Evaluation form (Electronic fillable form – no handwriting)	The MMTS graduate student will complete the upper portion and then forward the entire form to their committee chair to complete in conjunction with the committee . The completed forms will be signed by the student , the advisor and the committee chair and then forward to MMTS Graduate Program Administration .
MMTS grad student at the time of the preliminary examination meeting	At the time of the <u><i>preliminary examination</i></u> . The Committee Chair completes immediately following the <u><i>preliminary examination</i></u>	MMTS PhD Candidate Preliminary Exam and Post-Exam Development Plan form (Electronic fillable form – no handwriting)	The MMTS graduate student will complete the upper portion and forward the entire form to their committee chair to complete in conjunction with the committee. The completed forms will be signed by the student and the committee chair and then forward to MMTS Graduate Program Administration .
MMTS grad student	Graduate School Student Research Evaluation Form to be provided to students at the beginning of the semester and reviewed with research mentor to determine expectations for the semester. Students are required to make certain that their advisor completes form by the last day of final exams at the end of spring semester, summer session and fall semester .	Wake Forest University Graduate School of Arts & Sciences Student Laboratory Research Assessment Evaluation Form. The form can be found on the WFU Graduate School of Arts and Sciences website under Bowman Gray/Student Forms http://graduate.wfu.edu/students/ . A <i>Curriculum Vitae</i> (CV) will be submitted at the beginning of the summer semester only.	The MMTS student will initiate by completing the top portion of the form and the MMTS mentor will complete form prior to the last day of final exams at the end of each semester. Submit as typed electronic copy only. The Completed Form is to be forwarded to MMTS Graduate Program Administration and the MMTS program directors will review. The evaluation forms will be kept in the student's file. The CV is only requested once a year which will be at the beginning of the summer semester.