YEARLY CHECK-IN: UNDERGRADUATE

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BACKGROUND

- This document is designed to provide structured feedback on performance, to allow time for reflection on progress and to identify roadblocks to success and strategies to overcome them. You should fill this out on your own and bring it to a meeting with Dawn who will provide you with input. This enables a structured discussion of expectations, goals and troubleshooting. For undergraduate students this should be performed at the middle of the thesis project to allow for changes in direction and time for trouble shooting but can be used more frequently if desired.

SELF-ASSESSMENT (DATE:_____)

What was your reason for doing a thesis project in the Bowdish lab?

List your three best pieces of data/greatest discoveries this semester:

1. _____

2. _____

3. _____

List the major troubleshooting activities you had to perform (no need to list 3 if there weren't that many)

1. _____

2. _____

3. _____

What did you learn from your trouble shooting?

_____

_____

_____

_____

What goals did you set for yourself at the beginning of the semester? (as written in your 2 page proposal)

1. _____

2. _____

3. _____

4. _____

5. _____

Which of these have you completed? _____

Which of these have you partially completed? _____

Which of these have you not started yet?_____

Based on the above, how would you rate your performance?

1	2	3	4	5	6	7	8	9	10
				(met expectations)					(exceeded expectations)

Based on the above, what is your best guess at how Dawn would rate your performance?

1	2	3	4	5	6	7	8	9	10
				(met expectations)					(exceeded expectations)

If there is a discrepancy between these two rankings, why do you think that might be?

_____

_____

_____

_____

How many hours are you expected to work in the lab per week for your thesis?_____

How many hours did you actually work in the lab per week for your thesis?_____

The most successful students spend more than the required hours in the lab and the vast majority during the working week so that they can access the expertise of the rest of the lab. Based on this, how many hours do you plan on spending each week in the lab next semester? When will you spend this time? How will you make this happen even when you get busy with other courses?_____
_____
_____

How many times per week did you meet (formally) with your graduate/PDF mentor?_____Informally?_____

Other members of the lab?_____

How many times per month did you meet with Dawn? _____

When experiments weren't working or you didn't have any data to share did the number of meetings go up or down or stay the same?_____

The most successful students make formal weekly meetings with their graduate/PDF mentors and almost daily conversations with the other members of the lab. They also aren't shy about asking for or insisting on 2 meetings a month with Dawn and consider attendance at these meetings more important when things aren't working than when they are. Based on this information, how will you change how you handle formal/informal meetings next semester?

If you had difficulties with your experiments, how did you manage troubleshooting?
_____
_____
_____

Who did you seek advice from?

_____
_____
_____
_____

How soon did you present Dawn with a modified timeline for when you would accomplish your experiments?
_____
_____
_____

The best students seek advice from multiple members of the lab and their graduate mentor first. They attempt one or two troubleshooting experiments before presenting their attempts to the larger group (in lab meeting or team meeting) and as soon as they have lost more than a week or two in their plan, ask Dawn for a modified schedule. Based on this information, how will you handle trouble shooting next semester?_____

_____

_____

_____

_____

How many scientific papers do you read per month? _____

How many scientific papers that directly pertain to your project do you read per month?_____

How often do you use the scientific literature to search for similar protocols to yours, especially when troubleshooting?_____

The best students read the relevant literature and find paper that use similar, or very similar techniques to aid with troubleshooting. Based on this information, how will you change your reading of the literature next semester?

How up to date is your lab book? _____

Do you bring your lab books to meetings with Dawn?_____

The best students update their lab book almost daily and bring the lab book to meetings with Dawn to discuss the raw data. Based on this information, how will you change your reading of the literature next semester?

What are your experimental goals for the next semester?

    1. _____

    2. _____

    3. _____

Based on what you learned from your performance this semester, how will you ensure that you will be able to reach those goals?

What support do you need from Dawn, from other lab members or elsewhere to achieve these goals?

What other skills do you aim to build?

What opportunities will you use to build those skills?

Any feedback?