

Student Name: _____

Generic Cover Sheet for Each Set of Rubric Evaluations

(This page should be filled out by the student or Committee Chairman/advisor prior to distribution to Committee for the designated activity)

Rubric Evaluation Cover Sheet for (check one): ___ **Dissertation Proposal** ___ **Written & Oral Prelims** ___ **Ph.D. Defense** ___ **MS Defense**

Chair of Evaluation Committee _____ Date of Designated Activity _____

Research Proposal Title _____

Committee Members and Department

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

After evaluating the dissertation research proposal, **each committee member should fill out the response sheets provided.** For each attribute which a committee member feels is somewhat or very deficient, a short explanation should be provided. A **Confidential Comment** section at the bottom of the rubric is provided for explanations of the reasoning behind the overall evaluation of the designated activity if desired. Completed forms are to be treated as **confidential** and are to be **turned in to the Chair of the Evaluation Committee (or Advisor)**, not the student.

A summary of **written comments** from committee members as well as any edited copies of the research proposal submitted by committee members **WILL** be provided to the student by the chair of the examining committee (or advisor) and; a verbal summarization of the overall evaluation of the designated activity by the committee **WILL** be provided to the student by the chair of the examining committee (or advisor) or during a prescheduled meeting of the advisory committee.

All evaluation documents including rubrics and written comments must be completed.

A copy of the completed forms (both rubrics and written comments) must be sent to the ESE Program Office and to the Chair of the Graduate Committee of the associated Academic Department of within 1 week of the completion of the designated activity.