

Name of Student being Evaluated \_\_\_\_\_ Date \_\_\_\_\_

Name of Supervisor/Evaluator \_\_\_\_\_

Work Period: From \_\_\_\_\_ To \_\_\_\_\_

**Student Performance** (Please score as 5 Outstanding, 4 Good, 3 Acceptable, 2 Poor, 1 Unacceptable)

1. Attendance \_\_\_\_\_
  2. Punctuality \_\_\_\_\_
  3. Quality of Student Work \_\_\_\_\_
  4. Time Management \_\_\_\_\_
  5. Proper Use of  
Supplies/Equipment \_\_\_\_\_
  6. Initiative \_\_\_\_\_
  7. Judgment/Decision-Making \_\_\_\_\_
  8. Communication \_\_\_\_\_
  9. General Research Progress Made  
Throughout this Experience \_\_\_\_\_
  10. Preparedness for day-to-day activities \_\_\_\_\_
- Total Student Performance Points \_\_\_\_\_/50

**Research Report** (Please score on ratio as 5 Outstanding, 4 Good, 3 Acceptable, 2 Poor, 1 Unacceptable)

1. Research Report Introduction/Lit. Review Draft (due June 15) \_\_\_\_\_/5
  2. Research Report Materials and Methods Draft (due July 10) \_\_\_\_\_/5
  3. Final Research Report Draft (due August 7) \_\_\_\_\_/40
- Total Research Report Points \_\_\_\_\_/50

Final Grade (Student Performance Total + Research Report Total): \_\_\_\_\_/100

Please provide any evaluative remarks on the student's performance or suggestions for improvement in the space provided below (attachments welcome as needed).

**Grading:**

Research Internship Grant recipients must enroll in Honors 303: Independent Research through WKU for 1 college credit hour.

Students will be graded on the following basis:

90%-100%= A, 80%-89%= B, 70%-79%= C, 60%-69%= D, and 0%-59%= F

**Assignment and Assessment:**

*1. On-site supervisor's Evaluation (50% of total grade)*- An evaluation will be completed by the on-site supervisor at the conclusion of the summer research experience. This evaluation will score students on regular attendance and punctuality, quality of work, time management, proper use of supplies and equipment, initiative, judgment and decision-making, general research progress made throughout the experience, and preparedness for day-to-day activities.

*2. Research Report (50% of total grade)*- During the research experience, students will write a research report. A draft of the Introduction/Lit. Review section is due by June 15 (5% of final grade), a draft of the Materials and Methods section is due by July 10 (5% of final grade). A complete Research Report is due by August 7 (40% of final grade). The report should be written following specifications from the [Regeneron instructions](#), specifically page 18: