

# Preliminary Pre-Exam Evaluation Rubric – for all Committee Members

## To prepare for PhD Preliminary Examination and Mentoring Meeting

This form should be completed by all committee members based on review of the written documents and emailed to the Chair **prior** to the scheduled exam/mentoring meeting, if possible. This is preparatory for completing the **Post-Exam Qualtrics Evaluation Rubric** during the final discussion section of the exam and submitted to the student.

Student Name:

Committee Member Name:

**Is this the students first attempt or second attempt?**

\_\_\_\_ First Attempt; \_\_\_\_ Second Attempt;

### Initial Evaluation of Expectations based on written documents:

	Exceeds Expectations	Meets Expectations	Improvements Needed	Fails to Meet Minimal Expectations
<b>RESEARCH PROPOSAL</b>				
Depth of knowledge to complete dissertation research				
Breadth of knowledge to complete dissertation research				
Ability to conceptualize and perform meaningful research in their chosen area, including critical analysis of data				
Intellectual ability to critically analyze and integrate knowledge from the literature to form a significant research question and testable hypothesis appropriate for a dissertation				
Appropriate experimental design to address their research question(s)				
Plans to increase rigor and reproducibility of proposed research				
Consideration of caveats, potential problems, and alternative approaches				
Ethical considerations in the Responsible Conduct of Research (RCR)				
Appropriate timeline proposed				
Written technical and scientific communication				
Oral Technical and Scientific Communication ( <i>complete at ORAL EXAM</i> )				
<b>TRAINING PLAN</b>				
CV				
Technical skills required for their PhD dissertation, or an appropriate plan for obtaining them in a timely manner				
Planned professional development to position student to be successful in their chosen career path				

### Do you have any concerns about plagiarism in the Written Research Proposal?

Please also reference the *Ithenticate* screening report sent to all committee members by the Chair:

Date of Screening: \_\_\_\_\_ Similarity Index (in %): \_\_\_\_\_

\_\_\_\_ No concerns; \_\_\_\_ Minor concerns (needs more guidance); \_\_\_\_ Multiple concerns (discussion needed)

### Do you have any concerns about the Student Self-Evaluation of BME Knowledge areas?

\_\_\_\_ No concerns; \_\_\_\_ Minor concerns (needs more guidance); \_\_\_\_ Multiple concerns (discussion needed)

**Do you have any additional comments for the Chair?** Please list any specific issues you want to pursue in Oral Exam and indicate any confidential comments to be discussed only with the Chair/Committee.

## ORAL EXAM DISCUSSION

Has the student self-evaluation of BME Knowledge been evaluated and discussed with the student?

*Comments/Suggestions/Feedback for Student (if any):*

Has the IDP been evaluated and discussed with student?

*Comments/Suggestion/Feedback for Student s (if any):*

Have [Career Path Options](#) been discussed with the student?

Academic      Industry      Clinical      Global Health      Other

*Comments/Suggestion/Feedback for Student s (if any):*

What are the strengths of student?

Areas for Improvement/Growth:

*Technical:*

*Professional Development:*

Any Additional Suggestions for Training Plan (e.g., additional courses, workshops, networking opportunities):

\*\*\*\*\*PRELIM ONLY\*\*\*\*\*

Prelim Exam Outcome Recommendation:

☐ Pass

☐ Fail

Next Committee Meeting Recommendation:

☐ Within 12 months (required for all students)

☐ Within 6 months (if needed/helpful)

☐ Other

Confidential Comments to the Chair regarding the Prelim Exam:

Committee Member Signature:

Date: