Annual Graduate Student Evaluation
Instructions to complete the i) student and ii-iii) faculty parts of the evaluation
Questions: ansc-gradprog@Illinois.edu

- The graduate student evaluation includes:
  i) the student self-evaluation (past accomplishments and proposed work),
  ii) evaluation by the thesis/project advisor
  iii) evaluation by a second Animal Sciences faculty (selected by the student),
  iv) opportunity to discuss the evaluation

- The first three components must be completed by May 05 of each year
- The evaluation is not required if the student is defending a thesis or completing the MANSC requirements by May.
Instructions to complete the student self-evaluation

• Students must use the evaluation entry system in my.aces.illinois.edu
• After log in to my.aces.Illinois.edu, students must scroll to the bottom of the page and in the drop down menu Add “ACES Grad Student Toolbox”
• The toolbox adds
  1. a “degree audit” link for students to check that completed credit hours are accounted
  2. link to enter self-evaluation accomplishments (required)
  3. link to enter shared evaluation (not required)
Instructions to complete the student self-evaluation

1. Log in to my.aces.Illinois.edu, scroll down and add “ACES Grad Student Toolbox”
Instructions to complete the student self-evaluation

• ACES Grad Student Toolbox additions
  • Click in “Degree Audit” to check that completed credit hours are accounted
  • Click on “Self-evaluation” to enter courses, research, abstracts/manuscripts, teaching, service, awards and other accomplishments
  • Remember to click “Complete & Submit” button
  • Faculty advisors can view the self-evaluation and submit their evaluations that can be viewed by student
Instructions to complete the faculty evaluation

• Faculty members can i) review the student’s self-evaluation and academic records, and ii) enter their evaluation in my.aces.illinois.edu

• The thesis advisor and second faculty evaluator will enter their respective evaluations in one common evaluation page corresponding to the Spring semester

• The order of evaluations does not matter.

• Evaluator statements should be preceded by the name of the evaluator
Instructions to complete the student self-evaluation

• Steps
1. Log in to the my.aces.illinois.edu system
Instructions to complete the faculty evaluation

• Steps
  .Log in to the my.aces.illinois.edu system
  .Under Academic Tools, select Grad Records
  .Select “My students”
Instructions to complete the faculty evaluation

• Note the semester indicated in the tab. Default is the current semester (select Spring of the present year)

• In Pending Thesis (or project) advising requests (new students), select Accept
Instructions to complete the faculty evaluation

Options to view the student’s information and for evaluation are available for each student.

Green boxes denote the completion of the students’ self-evaluation, and the completion of both faculty evaluations.

Yellow My Evaluation box denote 1 (out of 2) faculty evaluation
Instructions to complete the faculty evaluation

The View action will show the student’s academic record. Scroll down to find the link to enter the faculty evaluation “MS/MS-Bio/PHD Student Eval”
## Student self-evaluation page

### Milestone Checklist (Please Check All that Apply)

- [ ] MS coursework completed (22 hours of lecture or laboratory courses including 2 hours at 500 level)
- [ ] MS Thesis hours requirement fulfilled (at least 8 hours required)
- [ ] ANSC 590 credit hours completed (2 hours)
- [ ] Final exam passed
- [ ] Thesis check complete
- [ ] Submit intent to Graduate

### Coursework

<table>
<thead>
<tr>
<th>Courses Completed</th>
<th>Planned Courses</th>
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### Research

- How often do you meet with your advisor?
- Proposed Thesis Title
- Summarize your research progress in the last year
- What is your plan for research in the next year?

### Teaching (in the last year)

- Summarize your involvement in teaching during the last year.
- What teaching experiences do you have planned for the next year?

### Accomplishments
Faculty evaluation page

• The student can only view comments in the “Overall Research Area’s Evaluation Comments To Share with Student”
• Both faculty must enter their evaluations in the same webpage
• Remember to select “Complete & Submit Evaluation”
Faculty evaluation page

• In this example, two evaluators entered evaluations in the same page (Test jre and Test 3 Sandra)

• Only entries in the “Share with Student” box will be visible to the student.
FYI. Shared section of the evaluation

- Not required if agreement in evaluation
- Student should contact ansc-gradprog@illinois.edu or evaluators to discuss disagreement

Summary
- Graduate students are encouraged to complete their self-evaluation, giving time for 2 faculty to complete their evaluations by May 05
- ANSC will encourage graduate students to aim for a Spring break deadline
- Questions: ansc-gradprog@illinois.edu