**BBSP ROTATION GRADING AND EVALUATION INFORMATION**

To help with advising and student lab placement, it is **extremely important** that we get an accurate rotation grade and useful evaluations (particularly written comments) to help us monitor student progress and mentor the student before getting too far into their other rotations. We will contact you and ask for further information if your comments are absent, minimal, or conflict with your grade selection.

**Grading Guidelines**

**H – High Pass**: A top student you sincerely hope to recruit to the lab for a permanent position. A rotation student deserving of an H has many of the following qualities:

* Was fully engaged; mostly independent
* Was highly interactive; well prepared for your meetings
* Was able to analyze data and to think about ‘the bigger picture’
* Carefully read papers to prepare for the project and during their time in the lab
* Attended and participated in lab meetings; asked good questions

 **P – Pass**: A good student who worked hard and has potential for excellence. A grade of P generally means this student has a chance of getting an offer from you to stay in the lab (even if you choose to evaluate other rotation students before making a final decision). At a minimum, a grade of P indicates the student met the expectations of a rotation. A rotation student receiving a grade of P:

* May have needed regular input from the rotation supervisor but gained independence over time
* Was reasonably engaged in the lab– attending lab meetings, worked a reasonable number of hours, read papers
* Demonstrated understanding of their project in conversations or meetings with you, or in lab meeting presentations

*We may contact you for further clarification if you award a grade of P but:*

* State you will not invite the student back. Please clarify in your comments if the student performed well but you believe they:
1. rotated outside their comfort zone
2. their personality/needs are not the best fit for your mentoring style
3. there was some other factor that means they won’t get an offer in your lab
* Your comments and evaluation of the student are not very positive. If there is a disconnect between the grade and the evaluation, we will follow up to be sure we can best advise the student about their options.

**L – Low Pass:** A poor performing student that you would not want in your lab and have no intention of inviting back. If you see early on the student is not meeting expectations, you owe it to them to intervene early and to give feedback so they have an opportunity to improve. It is *very important* that you explain why you are giving the L in your comments. Reasons for a poor performance could include:

* Wasn’t in the lab enough/didn’t work hard
* Didn’t seem to understand what was going on in the lab (either due to poor academic background or possibly due to lack of engagement)
* Lacked focus
* Poor interpersonal skills causing friction/conflict with others in your lab

***A note about the L grade:*** *The Graduate School criteria for academic ineligibility are a single grade of F or ≥9 credit hours of L. The rotation is 2 credit hours so giving a student an L in a rotation almost certainly will not cause the student’s expulsion (unless it brings them to a total of 9 credit hours of L, in which case there are larger issues). A grade of L does, however, send a strong message that they need to start giving more effort and attention to their other rotations and is an important record of their performance.*

***Sample BBSP Rotation Grade and Evaluation Form****(you will complete an online version of this form at the end of the rotation)*

*This evaluation is not confidential and we may choose to share it with students as necessary. The comments may be kept confidential if you specifically request this.*

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Rotation Advisor/PI: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rotation Period: \_\_\_\_\_\_\_\_\_\_\_**

***On a scale of 1-5 (with 5 being outstanding) please rate the student relative to other first year students in the following areas (use “NA” if you have no basis to judge):***

\_\_\_ Participation in lab activities (lab meetings, journal clubs, interaction with lab members)

\_\_\_ Effort during rotation

\_\_\_ Intellectual involvement in rotation

\_\_\_ Communication with you during rotation

\_\_\_ Scientific preparation (academic foundation)

\_\_\_ Ability to analyze data

\_\_\_ Oral presentation skills

\_\_\_ Writing skills

***How does this student compare to rotation students you’ve had this year or in the recent past?***

*Top 5%, Top10%, Top 25%, Top 50%, Bottom 50%, Bottom 25% \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***What grade do you give this student for this rotation?***

*High pass, Pass, Low pass, or Fail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***How likely are you to offer this student a spot in your lab?***

*\_\_\_\_Definitely (this is an excellent student that I sincerely hope to recruit back to the lab)*

*\_\_\_\_Maybe (I am interested, but I need to see about other rotation students before I decide)*

*\_\_\_\_Maybe (my funding situation is uncertain - please elaborate in the comments)*

*\_\_\_\_Maybe (have reservations about student - please elaborate in your comments)*

*\_\_\_\_No (this was a good student, but they are not a good fit for my lab - please elaborate in the comments)*

*\_\_\_\_No (the rotation went poorly and I will not invite this student back - please elaborate in the comments)*

***REQUIRED Comments (please elaborate on your ratings above):***

*(Please keep these comments confidential \_\_\_\_\_Yes or \_\_\_\_\_No)*