

To the Faculty Evaluator:

Attached or enclosed is an evaluation form for a fourth-year medical student from McGovern Medical School at UTHealth. This evaluation is due back at McGovern within **10 days** of completion of course work. Please evaluate the student studying with you and return in one of three ways:

1. Send the form by attachment to ms.evaluations@uth.tmc.edu
2. Fax the evaluation to 713-500-0616
3. Send it to the address below:

Office of Admissions and Student Affairs
6431 Fannin, G.400
Houston, TX 77030

Please sign and record a final grade on the bottom of the evaluation form. The grading system used by the medical school includes the following:

Honors	H
High Pass	HP
Pass	P
Below Pass	BP
Fail	F

Below Pass is not a passing grade and requires the student to remediate a portion of the course. The approval to remediate is granted by the Student Evaluation and Promotions Committee, and is coordinated/overseen by the course director.

Students who earn and receive a grade of Fail must repeat the course in its entirety.

A grade of Incomplete should be given when the student has not completed the assigned work in the prescribed time period of when the student has been authorized to continue until the assignment is completed. The final grade achieved is added after the work has been completed. The "I" is not removed when the final grade is posted on the transcript. For example: I/P, I/HP, I/F.

Fourth-year students receive written evaluations as part of the grading process for clinical courses. Documented statements on a student's weaknesses and strengths are helpful to the student, the Associate Dean for Student Affairs, and the Student Evaluation and Promotions Committee. These statements become a part of the permanent record and are sent to the students just as their Honors/High Pass/Pass/Below Pass/Fail grades are.

Thank you for your assistance in maintaining an accurate record of his/her elective experience at your institution and for your important role in this student's medical education.

Sincerely yours,



Sheela L. Lahoti, MD
Associate Dean for Admissions and Student Affairs

STUDENT NAME: _____ STUDENT ID: _____

INCLUSIVE DATES OF ELECTIVE: _____ to _____

COURSE NAME: _____ DEPT/NO: SPEC 4001- _____

FACULTY EVALUATOR: _____

NAME OF INSTITUTION IF OTHER THAN UTHEALTH AT HOUSTON: _____

The student is to be evaluated in each of the following categories and assigned an appropriate rating based on the following descriptions. A final grade **must** also be reported. The comments section should be used to add special descriptive statements about the student. All evaluations, including unsatisfactory performance (i.e., rating of "1"), must be explained in the comments section.

<u>RATING</u>	<u>DESCRIPTION</u>
5	Far exceeds reasonable expectation. Only a few people earn this rating.
4	Usually exceeds reasonable expectations but is not really outstanding.
3	Always meets reasonable expectations and occasionally exceeds them (most will rank here).
2	In general, meets reasonable expectations but occasionally falls short.
1	Often falls short of reasonable expectations

_____ DATA COLLECTION PER EXPERIMENTAL DESIGN:
Collects relevant data for thorough assessment of experimental objectives.

_____ SKILLS IN ORAL OR WRITTEN PRESENTATIONS:
Well organized – selects pertinent information – includes negatives findings for research problems – demonstrates understanding of the primary investigation/study.

_____ ASSESSING DATA AND COMPILING RESULTS TO ARRIVE AT VALID CONCLUSION(S) –PROBLEM SOLVING:
Formulates sound research hypotheses – is specific in problem definition – interprets results correctly –draws valid conclusions based on experimental outcomes.

_____ EVIDENCE OF PREPARATION –OUTSIDE READING:
Can answer appropriate questions correctly – asks well-reasoned questions – seeks information from independent sources – complete literature review using recent publications.

_____ WORK HABITS AND PERSONAL QUALITIES:
Demonstrates strong work ethic and interest in the project – demonstrates integrity – demonstrates appropriate initiative, energy, commitment – express enthusiasm – volunteers for extra work.

_____ INTERPERSONAL RELATIONSHIPS WITH OTHER MEMBERS OF THE RESEARCH TEAM:
Works well with all members of the research team – good relationships with others – is able to resolve problems – demonstrates appropriate decorum and demeanor.

_____ KNOWLEDGE AND FUND OF INFORMATION:
Applies basic science knowledge to research setting and helps to identify future avenues of investigation based on current research goals.

COMMENTS:

REMEDIAL WORK REQUIRED: YES NO

IF YES, SPECIFY: _____

FINAL GRADE: HONORS HIGH PASS PASS
 BELOW PASS FAIL INCOMPLETE

FACULTY SIGNATURE: _____ **DATE:** _____