CSEE PhD Comprehensive Portfolio

**CMPE/ENEE Program**

**Faculty Support Form**

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of submission of request \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of faculty member requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| *Public Law 93-80, Educational Amendments Act of 1974, grants students the right to have access to letters of recommendation in their placement files*  **I wish to waive access to my faculty support form and letters”**  **Yes \_\_\_\_\_\_ No \_\_\_\_\_\_\_**  Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

*Student should complete the section above before sending it to the faculty member.*

**Section for Faculty:**

Rate the student's abilities/skills via table:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Ability/Skill | Excellent  (top 10%) | Very Good  (top 20%) | Good  (top 33%) | Fair  (top 50%) | Poor  (Below 50 %) | Unable to Assess |
| Breadth of knowledge in CE/EE |  |  |  |  |  |  |
| Depth in chosen topic |  |  |  |  |  |  |
| Creativity/Original thinking |  |  |  |  |  |  |
| Diligence |  |  |  |  |  |  |
| Motivation towards PhD |  |  |  |  |  |  |
| Verbal skills |  |  |  |  |  |  |
| Writing skills |  |  |  |  |  |  |

*Provide a letter that explains the scores you provided in the table addressing the points below as appropriate:*

* 1. **List of the courses student has taken, and their class ranking (or approximate percentile);**
  2. **Anything you can add related to contribution of students in the course;**
  3. **If involved in research with the student, discuss the interactions with the student and their contribution and the outcomes;**

**Overall Opinion: If this student is not currently working with you, would you be willing to work with this student? If the student is working with you, are you interested in continuing to work with the student and believe that they will be successful in the PhD program?**

*Faculty should send a signed pdf copy of the complete form to the graduate program coordinator.*

**Guidelines for Faculty Letters of Evaluation**

Faculty are expected to provide a detailed letter containing the following information, which will serve as a key component in the portfolio review process for faculty support letters.

**Explanation of Scores**: Please clarify the reasoning behind the percentile rankings provided in the evaluation table. Your letter should include the basis of your assessment and a justification for each merit awarded.

* Top 10%: Exceptional performance, comparable to the highest-achieving students.
* Top 20%: Very strong performance, demonstrating high potential.
* Top 33%: Solid performance, consistently meeting expectations and demonstrating potential for further growth.
* Top 50%: Good performance, above average in comparison to peers.
* Below 50%: Performance below expectations, where improvements may be needed.

1. **Course-Based Evaluations**:  
   If your evaluation is based on the student's performance in a course, kindly provide the following details:
   * A list of the courses, including the semesters taken and the student's class ranking or approximate percentile (if available).
   * A discussion on the nature, level, and frequency of direct interactions with the student in the course. Additionally, if applicable, highlight any particular work performance that contributed to your review beyond simply recounting the grades or scores received.
2. **Research-Based Evaluations**:  
   If your evaluation is based on the student's involvement in research or other scholarly activities, please address the following:
   * A description of the type, level, and frequency of interactions with the student or their work.
   * If the student is part of your lab or research group, outline the nature of their contributions and the outcomes of their work.
   * If the student has co-authored any publications with you, please specify their contributions to the research and the final publication.

**Overall Opinion**:

* If the student is not currently working with you, would you be open to supervising them in the future? Please explain why or why not.
* If the student is currently working with you, do you believe in their potential for continued success within the PhD program? Why or why not?