

Trainee-Supervisor Quarterly Evaluation Form

Please submit completed forms to victoria.kasprowicz@santheafrica.org

This form is to be completed every 3 months by supervisors to trainees at Masters, PhD and Post-doctoral levels to monitor trainee performance and progress and, the level and quality of supervision.

1. Name:
2. Name of student:
3. Date:
4. How often did you meet 1-1 (either face-to-face or via skype) with your student over the last 3 months?
 - Once over the 3 month period
 - Twice over the 3 month period
 - Three times over the 3 month period
 - Once a week
 - Twice a week
 - More than two times per week
 - Other – please state:
5. How do you feel your supervision could be improved?
 - Increase in the number of regular meetings
 - Trainee could participate more in meetings (ask questions etc)
 - Demonstrate things practically in the laboratory
 - Trainee needs to obtain a better understanding of the basics behind his/her project
 - Other – please state
6. Please rate the laboratory performance of the student over the last 3 months (1-7, 1 = very poor and 7 = outstanding):
 - Understanding of the project
 - Scientific results obtained
 - Ability to identify new directions the research could take
 - Ability to follow up on new directions the research could take
 - Ability to troubleshoot
7. How has the student's laboratory project progressed over the last 3 months (1-7, 1 = very poor and 7= outstanding)?
8. Have there been any barriers to the student's project progressing?
 - Yes
 - No

9. If you answered yes to question 8 - What has been done to address barriers?

Help provided to trainee by yourself or an appointed laboratory member

Help obtained from locally based colleagues

Trainee sent on training course to further develop skills set

External collaboration formed to obtain outside support

Other – please state:

10. What knowledge/skills has the trainee gained over the last 3 months?

Acquisition of scientific knowledge

Reasoning and critical thinking skills

Knowledge application

Research methods skills

Academic writing skills

Social skills and behavioural skills (e.g. learning skills, networking, leadership)

Please provide more detail:

11. Identified areas of weakness in trainee's knowledge/skills set:

Scientific Knowledge

Reasoning and critical thinking skills

Knowledge application

Research methods skills

Academic writing skills

Social skills and behavioural skills (e.g. learning skills, networking, leadership)

Please provide more detail:

12. Identified areas of strength in trainee's knowledge/skills set:

Scientific Knowledge

Reasoning and critical thinking skills

Knowledge application

Research methods skills

Academic writing skills

Social skills and behavioural skills (e.g. learning skills, networking, leadership)

Please provide more detail:

13. Has the trainee given an oral presentation of their work over the last 3 months?

Yes No

14. If you answered yes to 13 – Who was the presentation to?

Your laboratory

K-RITH

UKZN

Domestic Conference

Please specify which one

Talk or Poster

International Conference

Please specify which one

Talk or Poster

Other – please state:

15. If you answered yes to 13 – How would you rate the quality of the trainee's presentation (1-7, 1 = very poor and 7= outstanding)?
16. If you answered yes to 13 – How do you feel the quality of the trainee's presentation could be improved?
- More input from Supervisor
 - More input from supervisor
 - More input from colleagues
 - Better understanding of the science behind the project
 - More results needed
 - Improvement in presentation skills is necessary
 - Practice answering questions required
 - Other
17. Please provide any additional feedback for us that could help us to better support the trainee with their scientific and academic progress: