

EE General Supervision Meeting: _____ **(list meeting type or number)**
Rubric Evaluation

Attention Supervisor: Initial the box next to the appropriate grade for the evaluated student. Review with the student. Both the student and supervisor should sign at the bottom of the form. The supervisor should retain a copy for his/her records.

___ 0 Candidate does not show or was unprepared for conference; could not speak about the research conducted, ideas or questions; showed no initiation or direction in the conference; waits on supervisor to ask leading questions; any assignments due are not complete or poorly done; takes no or minimal notes; **efforts show the candidate is in danger of failing the EE because the process is being either ignored or procrastinated heavily**

___ 1 Candidate is minimally prepared; may have initiated conference but expected supervisor to lead the conversation; does not have clear understanding of resources or evolving research; personal thoughts and ideas regarding topic are not established or appropriate to this point in the process; cannot engage in lengthy conversation about topic; if applicable, assignments are barely complete but minimal effort or poorly followed directions obvious; possible research questions or process leads to the non-argumentative; takes no or minimal notes; **efforts shows candidate is in danger of failing the EE because the process is being procrastinated heavily or treated superficially**

___ 2 Candidate is somewhat prepared; showed some evidence of reading and diligent research; initiated conversation but had some difficulty leading the conference and had to depend on supervisor to ask questions to keep the conversation moving; takes minimal notes possible research questions are too broad; if applicable, assignments are complete, follow directions, and show effort, though they may lack in quality; **student is not in danger of failing, but concern exists about the student's ability at this stage in the process to successfully complete the EE**

___ 3 Candidate is mostly prepared; has read and processed information; sees connections between reading and their own possible research ideas; initiates and mainly direct the conversation during the conference; asks engaging questions; takes adequate notes; if, applicable, assignments are complete, follow direction, and are completed with competence; despite some issues of concern, efforts clearly show a proactive rather than reactive approach to the EE process; **supervisor is confident that the student's EE will be successful**

___ 4 Candidate was clearly prepared; has read and definitely understands the information; can speak fluently and comfortably about the connections between resources read and own ideas and questions; initiates and directs the conversation during the conference; takes adequate notes; conference is exceptionally productive; if applicable, assignments are complete, follow directions, and are done well; efforts clearly show a proactive rather than a reactive approach to the process; **supervisor is confident that the student's EE will be successful**

Supervisor Comments: _____

Student Signature: _____

Supervisor Signature: _____

Preparing for your Preliminary Advisement

Your goals leaving your preliminary advisement are the following:

A. Discuss your proposed topic/research question with your supervisor. First, talk about what motivated you to explore this for the EE and why you feel it is an area of strength for you. Then, analyze the topic or question Socratically together; specifically, move along a spectrum from general to specific, vague to clear. It is not necessary to polish a research question yet since you have not completed background reading, but it will help give you direction for the reading that lies ahead.

B. In conjunction with your supervisor, generate a list of potential sources to read for background information on your topic to make you more knowledgeable. This reading should cover about ten hours, is essential to refining a good research question and finding possible sources, and will vary greatly depending on your topic and subject. While your supervisor can help you in this endeavor, you should also bring ideas to the table. Do a web search of books, articles, and other sources related to your topic and bring a list to discuss to the meeting. Do not come empty-handed as you are expected to take the lead on this despite the expertise of your supervisor. You will be expected to report on your findings to your EE supervisor at your next meeting.

C. Understand the ways in which your proposed topic/question needs to be altered to be challenging but appropriate for the length of the EE. Note that your topic/question will probably change at least slightly and maybe dramatically over the next few weeks in response to your background reading. Anticipate how it might change or needs to change during this time. Discuss possible questions or problems areas that you may need to address. Additionally, your supervisor may assign you unique work (learning certain vocabulary, listening to music, interviewing someone, visiting a museum, if relevant to your essay). Be prepared to research creatively.