

## RESEARCH ASSISTANT REVIEW AND ASSESSMENT FORM

For Academic Credit

|                     |                                   |                                |
|---------------------|-----------------------------------|--------------------------------|
| Student Name:       |                                   | Credit Hours:                  |
| Faculty Supervisor: |                                   | Date of Review:                |
| Semester/Term:      |                                   |                                |
| Review Period:      | <input type="checkbox"/> Mid-Term | <input type="checkbox"/> Final |

### PART I: PROJECT DESCRIPTION

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|---|
| Briefly describe the research project and the student's role: |
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Graded     Pass/Fail

University syllabus policy required component: "The instructor's grading policy, which must describe how the final grade will be determined and what course assignments (e.g., exams, homework, artifacts, projects) will be required."

### PART II: SUBSTANTIVE WORK PERFORMED

|   |
|---|
| List the major tasks and assignments completed during this review period: |
| 1.  |
| 2.  |
| 3.  |
| 4.  |

### PART III: PERFORMANCE ASSESSMENT

Rating Scale: 5 = Excellent | 4 = Very Good | 3 = Satisfactory | 2 = Needs Improvement | 1 = Unsatisfactory | N/A = Not Applicable

|  |         |
|--|---------|
| <b>A. RESEARCH QUALITY</b>                             |         |
| Thoroughness and appropriateness of sources identified | Rating: |

|  |         |
|--|---------|
| Accuracy of legal analysis or synthesis                    | Rating: |
| Critical thinking and identification of gaps in literature | Rating: |
| Depth of engagement with complex legal concepts            | Rating: |
| <b>OVERALL RATING:</b>                                     |         |
| Comments and specific examples:                            |         |

| <b>B. TECHNICAL COMPETENCY</b>               |         |
|--|---------|
| Proper citation format and thoroughness      | Rating: |
| Writing clarity, grammar, and organization   | Rating: |
| Research methodology appropriate to the task | Rating: |
| Attention to detail and accuracy             | Rating: |
| <b>OVERALL RATING:</b>                       |         |
| Comments and specific examples:              |         |
|  |         |

| <b>C. PROFESSIONAL DEVELOPMENT</b>               |         |
|--|---------|
| Initiative and independence in approaching tasks | Rating: |
| Responsiveness to feedback and guidance          | Rating: |
| Time management and meeting deadlines            | Rating: |
| Reliability and communication                    | Rating: |
| <b>OVERALL RATING:</b>                           |         |
| Comments and specific examples:                  |         |
|  |         |

|                                    |  |
|------------------------------------|--|
| <b>OVERALL PERFORMANCE RATING:</b> |  |
|------------------------------------|--|

**PART IV: FEEDBACK AND GUIDANCE**

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| <p><b>A. STRENGTHS</b><br/> <b>Identify specific strengths demonstrated by the student:</b></p><br><br><br><br><br><br><br> |
|---|

**B. AREAS FOR IMPROVEMENT**

**Identify specific areas where improvement is needed and provide actionable guidance:**

**C. GOALS FOR NEXT REVIEW PERIOD (Mid-term only)**

**PART V: LEARNING OUTCOMES ASSESSMENT**

Rating Scale: 5 = Fully Achieved | 4 = Mostly Achieved | 3 = Partially Achieved | 2 = Minimally Achieved | 1 = Not Achieved

|   |         |
|---|---------|
| Demonstrated substantive legal knowledge in the research area | Rating: |
| Developed advanced legal research skills                      | Rating: |
| Improved legal writing and analytical abilities               | Rating: |
| Gained understanding of scholarly methodology                 | Rating: |
|   |         |

**PART VI: SUPERVISION AND REVIEW OF STUDENT HOURS**

| Number of conferences this period: |                        |                                    |
|------------------------------------|------------------------|------------------------------------|
| Date                               | Hours Student Reported | Topics Discussed/Feedback Provided |
|                                    |                        |                                    |
|                                    |                        |                                    |
|                                    |                        |                                    |
|                                    |                        |                                    |
|                                    |                        |                                    |
|                                    |                        |                                    |
|                                    |                        |                                    |

**PART VII: FINAL ASSESSMENT (Final Review Only)**

|  |  |
|--|--|
| The student has satisfactorily completed the requirements for academic credit: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Additional comments:   |  |
|  |  |

**PART VIII: STUDENT ACKNOWLEDGMENT**

|   |
|---|
| I have reviewed this assessment with my faculty supervisor and received feedback on my performance. |
|---|

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART IX: FACULTY CERTIFICATION FOR CREDIT**

I certify that:

- The student performed at least 50 hours per credit on substantive research work.
- I provided regular supervision, review, and feedback throughout the review period.
- The assessment above accurately reflects the student's performance.

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_