

Applicant UFID: _____ Date(s) of interview(s) with applicant: _____

WEC Graduate Student Intake Checklist: Completion by advisor is required prior to writing an offer letter.

Under WEC's trial holistic graduate admissions process, applicants are now **required** to (1) prepare a detailed CV, (2) write 3 essays (2 during 1st contact with faculty), and (3) be interviewed in person (or by videoconference) by the advisor, in addition to submitting the UF application materials. Have these materials in front of you as you fill this out.

Note: Scores you record here are for **a)** your own use in weighing different lab candidates and **b)** for departmental analysis of success metrics. The department, in admissions or resource allocation decisions, will NOT use them.

Academic Preparation – please check off or fill in requested information.

- **Number of months of independent research** experience. _____
Independent project(s) designed and driven by the student or in collaboration with a team leading to formal presentation, published works or theses count here. See the CV for depth of understanding and role.
- **Number of months of technician research** experience. _____
Task driven research & technical support, e.g., animal care, field data collection, equipment organization/maintenance, data management, etc. See the CV for depth of understanding and role.
- Undergraduate (Upper Division) and/or graduate **GPA** _____
Check any of the following that apply: *Do references mention tougher than typical grading practices?* _____
Did student take on challenging coursework such as accelerated math, advanced chemistry/biology/etc., graduate courses? _____ *Did the student serve formally as a peer mentor?* _____
- **How closely aligned** is the applicant's earlier degree(s) and preparation with proposed research plan? _____
Concerning the applicant's conceptual/disciplinary grounding & technical/procedural skills.
Student is 100% prepared to carry out and contextualize proposed research (no classes, training needed) = 3;
Student needs coursework and minimal training = 2; Student has no background in proposed research = 1.
- **Number** of scientific or other substantive presentations, talks, posters; **1 = (0-3), 2 = (4-10), 3 = (11+)** _____
- **Number** of peer reviewed publications as author/co-author ; **1 = (1), 2 = (2-5), 3 = (6+)** _____
- **Rankings** by references 1. _____ 2. _____ 3. _____ 4. _____
References will include a ranking form with a 1-5 or other scale (e.g., based on top %-age of 100) across a number of traits. For each reference, provide the average or mode ranking in whatever scale is used.
- **Rank** the quantitative preparation of candidate **(1-10)** _____
1 = no quant. courses taken or passed, 5 = 2-3 quant. courses passed, 10 = has minor or MSc in math/stats.
- **Evidence** of digital literacy skills **1 = none/some, 2 = lots, 3 = got paid to do it** _____
e.g., Applicant can code (R, git, etc.), design apps/websites, has training in data / software carpentry.
- **Thesis or 1st authored publication?** **(0-3)** _____
Has a verified undergraduate thesis = 1; has an MSc thesis = 2; and/or 1st authored Pub = 3 (0 for none)
- **Writing** ability (use application essays, other writing samples; **subjective**) **1= poor, 2= fine, 3= excellent** _____
- **Number** of programming **languages** with significant proficiency (Javascript, Python, C#; etc.) _____
- **Overall Academic Preparedness** for research and timely thesis-completion **(subjective; 1-10)** _____

Other Professional Experience

- **Significant supervisory** responsibilities / teamwork_training? (yes = 1; no = 0) _____
- **Significant project management** skills/performance? (yes = 1; no = 0) _____
- Peace Corp, military or other substantive **public service**? (yes = 1; no = 0) _____
- **Has advanced** technical / safety **skills** (certifications/licenses)? (1-10) _____
Underline applicable ones: Diving / animal tracking / piloting / GIS / IT (MCSE, CISSP, Microsoft, et al.) / firearms / commercial vehicles / CPR / 1st aid / lifeguarding / search & rescue / workplace-laboratory safety / drone, UAV training / molecular or other lab-based techniques / others? _____, etc.
- Total number of **months** living **internationally** (Non-vacation; formal **study** or **work**) _____
- **Formal** K-12, college **instruction**, mentoring, pedagogy (teacher, instructor, TA)? (yes = 1; no = 0) _____
- **Other** skills/experiences/work product you consider relevant. Please note here or below.

Media / Communication Skills

- **Significant** professional use of **media**? (yes = 1; no = 0) _____
e.g., blogs, podcasts, videography, photography; social media platforms
- **Substantive journalistic** (written / broadcast) **public communication** experience? (yes = 1; no = 0) _____
- **Number** of spoken **languages** with intermediate or higher proficiency. Note them below. _____

Is there anything else that you think will aid this applicant's success?

How does this person augment the diversity of your lab or the department?

List any challenges this applicant is likely to face in the graduate program, and how you can help overcome them.

Please make an additional check-list of lab-specific skills / experiences you require of applicants for your position(s).