

MCDB GRADUATE STUDENT COMMITTEE MEETINGS

Information and Instructions for Committee Chairs

In advance of the meeting, the student should distribute his/her **Annual Report** to all Committee members. The Annual Report should summarize the progress made during the past year and specific goals for the next year. Depending on the stage of study, the student may also submit an outline for a manuscript and/or an outline for the thesis.

The Department has implemented a system of **Continuous Reporting**. Thus, when a student submits his/her Annual Committee Report, it should be stapled to the corresponding reports from previous years. So, for example, in the case of a 3rd-year student, the Annual Report should be stapled to the Prospectus. In the case of a 5th-year student, the Annual Report should consist of the 5th-year report, stapled to the 4th-year report, stapled to the 3rd-year report, stapled to the Prospectus. Alternatively, the student may submit all reports as E-mail attachments.

Following the student's presentation and the question period, the student should be asked to leave the room while the Committee discusses the student's progress, strengths and weaknesses. In consultation with the other Committee members, the Committee Chair should complete the attached **Committee Meeting Report**. Please be honest in your assessment. It is important that the student (and the DGS) be made aware of any problems that need to be addressed, both with respect to the student's performance and the success/promise of the current research project.

The Department has instituted a probationary system in which a student who is not doing well will, at the time of a Committee meeting, be officially placed **On Notice** that he/she is not performing satisfactorily (details to be provided by the Committee). Once a student is placed On Notice, he/she would be required to have another Committee meeting in six months or less. If performance is still deemed unsatisfactory such that the student continues On Notice, then the matter will be brought to the full Faculty for discussion.

Once the Committee has completed its deliberations and filled out the Committee Meeting Report, the student should be asked to return to the room, informed of the Committee's conclusions and recommendations, and provided with an opportunity to ask questions.

After the meeting, the Committee Meeting Report should be delivered to Marrisa DeLise who will send copies of the Report to the student, all of the Committee members, and the DGS.

MCDB STUDENT COMMITTEE MEETING PROGRESS REPORT

Name of student: _____ Date of meeting: _____

Name of thesis advisor: _____ Year of study: _____

Committee members in attendance: _____

Please assess the abilities/accomplishments of the student in each of the areas listed below by circling the appropriate descriptor and providing comments where appropriate.

1. Progress made since the last Committee meeting:
acceptable well above average an issue of concern to the Committee
If an issue of concern to the committee, please explain briefly below:

2. Knowledge of the scientific literature relevant to the research project:
acceptable well above average an issue of concern to the Committee
If an issue of concern to the committee, please explain briefly below:

3. Thinking deeply/critically about research project, seeing the "big picture":
acceptable well above average an issue of concern to the Committee
If an issue of concern to the committee, please explain briefly below:

4. Demonstrating initiative and independence in experimental design and project directions:
acceptable well above average an issue of concern to the Committee
If an issue of concern to the committee, please explain briefly below:

5. Motivation and work ethic:
acceptable well above average an issue of concern to the Committee
If an issue of concern to the committee, please explain briefly below:

6. Technical competence at the bench, trouble-shooting ability:
acceptable well above average an issue of concern to the Committee
If an issue of concern to the committee, please explain briefly below:

7. Quality and clarity of written and oral presentations:
acceptable well above average an issue of concern to the Committee
If an issue of concern to the committee, please explain briefly below:

Answer the questions below by circling the appropriate answer.

8. When can the student be expected to graduate?
4.5 yrs 5.0 yrs 5.5 yrs 6.0 yrs 6.5 yrs 7.0 yrs 7.5 yrs too soon to say
9. Does the student have a "story", or the beginnings of a story, that will lead to publication(s)?
yes probably maybe no too soon to say
10. Should the student consider switching to a different project?
yes probably maybe no too soon to say
11. When should the next committee meeting be held?
3 months 6 months 9 months 12 months

Please indicate the Committee's expectations and requirements, making reference (where appropriate) to the Specific Aims stated in the student's Annual Report.

12. Is the Committee in agreement with the student's aims and priorities for the next 12 months as stated in the student's Annual Report?
yes no
- If not, please explain briefly below:

If the Committee feels that certain minimal goals must be achieved in order for the student to remain in good standing in the graduate program, please specify these below:

13. Is the Committee in agreement with the student's proposed thesis outline and plan for graduation (if such has been presented)?
yes no
- If not, please explain briefly below:
14. Provide additional comments (e.g., areas where student should aim for improvement), if desired.
15. Should the student be placed On Notice that he/she is not performing satisfactorily? If so, indicate what the student is expected to accomplish before the next Committee meeting in order to be removed from probationary status.
16. Is the student thinking about his/her career?
17. Has an individual development plan <http://myidp.sciencecareers.org/> been performed by the student and discussed with the committee?"

Name of Committee Chair _____

Signature of Committee Chair _____