

Cell Biology Thesis Committee Meeting Form

Instructions for the Student:

- 1) Prior to the meeting, you should have emailed to the committee and the DGS a progress report *no longer than 2 pages* describing a) major results since the last thesis committee meeting (or the qualifying exam if there was no prior such meeting), and b) plans for major experiments to accomplish before the next meeting.
- 2) Give this form to the committee chair and return it to the Registrar after it has been filled out at the end of the meeting.
- 3) Read the instructions for the committee chair below to make sure proper procedures are followed.
- 4) Please return completed form to Lisa Crotty, the Cell Biology registrar (BCMM 136A); she will send copies to everyone.

Instructions for the Committee Chair:

- 1) Prior to this meeting, the committee should have received a 2-page progress report from the student describing past accomplishments and future plans. If requested, the DGS/Registrar will provide the committee with the student's earlier progress reports.
- 2) Before the start of the meeting, while the student is temporarily excused from the room, the committee may have an executive session for a brief discussion with the advisor.
- 3) Fill out this form at the end of the meeting. Ask student to leave the room temporarily while you complete the evaluation form in consultation with the other committee members (student may remain in room at committee's discretion). Please be frank in evaluating the student's progress, strengths, and weaknesses.
- 4) Go over evaluation with student. Once the form is completed, *the thesis advisor should leave* (the other committee members may stay or leave). Discuss evaluation with student, who should have an opportunity to ask questions and to express any concerns.
- 5) Give the form to the student for its return to Lisa Crotty, the Cell Biology registrar, who will distribute copies to the student, committee, thesis advisor, and DGS.

If you do not want to fill out the form, please email a report of the meeting to the DGS that addresses the main points on the form.

Note: If this is the first thesis committee meeting since the qualifying exam, an evaluation of at least Good in all areas 1-7 is required for the student to be admitted to candidacy.

Cell Biology Thesis Committee Meeting Form

Student's name: _____ **Date of meeting:** _____

Thesis advisor: _____ **Year of Study:** _____

Committee members in attendance: _____

Please evaluate each of the areas below by circling the appropriate descriptor and provide comments where appropriate, especially if there is cause for concern.

1. Progress since last thesis committee meeting (or qualifying exam if no prior meeting):
Well above average Good Cause for concern to committee

 2. Knowledge of the relevant scientific literature:
Well above average Good Cause for concern to committee

 3. Thinking critically about the project, seeing the "big picture":
Well above average Good Cause for concern to committee

 4. Demonstrating initiative and independence in experimental design and project directions:
Well above average Good Cause for concern to committee

 5. Motivation and work ethic:
Well above average Good Cause for concern to committee

 6. Technical competence at the bench, trouble-shooting ability:
Well above average Good Cause for concern to committee

 7. Quality of written and oral presentations:
Well above average Good Cause for concern to committee
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8. Is the student on track to graduating in 5 years?
Yes Probably Maybe No Too soon to say
If no, how much further time might be required:

 9. Does the student have a publishable story or at least the beginnings of one?
Yes Probably Maybe No Too soon to say

 10. Should the student consider switching to a new project?
Yes Probably Maybe No Too soon to say

11. When should the student have another committee meeting?

3 months 6 months 9 months 12 months

(Note: Students are required to have at least 1 meeting per academic year; 4th and 5th year students are required to have 2/year.)

12. Has student explored career possibilities and goals during past year by completing or updating an individual development plan such as myIDP?

Yes No If no, please explain:

13. What career/professional development activity has the student engaged in during past year?

14. Fill out either (a) or (b) below, whichever is applicable.

a) Does the committee agree with the student's future plans as stated in the student's progress report summary?

Yes No If no, please explain:

If certain minimal goals must be achieved in order for the student to remain in good academic standing, please specify them and any deadline for meeting them:

b) Does the committee agree with the student's proposed thesis outline and plan for graduation (assuming it was presented)? Yes typically means that this is the last thesis committee meeting and the student is being given permission to write up the dissertation and to schedule a thesis seminar date.

Yes No If no, please explain:

Any other comments:

Committee chair's signature: _____

Thesis progress and plans

Name:

Date:

Past work: Succinctly describe the proposed experiments or aims for the period since previous thesis committee meeting (or qualifying exam) and the progress toward completing them.

Future plans: Succinctly describe proposed experiments or aims for the period before next thesis committee meeting (or dissertation submission). Provide a timetable.

The entire report should not exceed 2 pages total.