

EEB Graduate Student Committee Meeting Form

Instructions for students:

1) Give this form to your committee chair at the committee meeting and return it to the registrar after it has been filled out. Read the instructions below with your committee chair to make sure proper procedures are being followed.

Instructions for the committee chair (advisor):

1) Fill out this form at the end of the meeting. Following the meeting, the student should be asked to leave the room while the committee discusses the student's progress, strength and weaknesses. In consultation with the committee, the chair should complete the attached form. Please be honest in your assessment. It is important that the students and DGS be made aware of any problems that need to be addressed both with respect to the student's performance and the success or promise of the current research project.

2) Discuss the outcome of the committee meeting and your evaluation of progress with the student. Provide the student with an opportunity to ask questions.

3) Give the form to the student to return to the registrar (Deanna Brunson; OML 122D). The registrar will distribute copies of the report to the student, committee, and DGS. If you do not want to fill out the form, please email a report that address the main points on this form to the student, DGS, and registrar.

E&EB STUDENT COMMITTEE MEETING PROGRESS REPORT

Name of student: _____ Date of meeting: _____

Type of meeting: pre-prospectus prospectus annual meeting defense

Name of dissertation advisor: _____ Year of Study: _____

Committee members in attendance: _____

Working title of the Dissertation (for prospectus only): _____

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. In how many years from matriculation do you expect the student 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 publications?
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 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 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 by appending an additional sheet.

Name of Committee Chair: _____

Signature of Committee Chair: _____