

ANNUAL REPORT – COMMITTEE MEETING

(Instructions on the back)

Student Name: _____ Mentor Name: _____

Graduate school entry (month/year): _____ Date of previous meeting: _____

Date of Meeting: _____ Attended by: _____

Date of Seminar: _____ Attended by: _____

Meetings attended, presentations given, and papers submitted or published since the previous committee meeting (to be completed by student):

Comments on seminar:

Comments on progress since last committee meeting:

Areas discussed and goals for completion before next committee meeting:

Next committee meeting should be scheduled in (month/year): _____

Sign below to acknowledge that you have read this report:

Student: _____ Mentor: _____

Other Committee Members: _____

Annual committee meetings (from third year of graduate school through the thesis defense).

Annual monitoring of student progress

Students will arrange a subset of their thesis committee consisting of their thesis advisor and two additional faculty by the end of their second year of graduate school. This yearly evaluation committee will monitor the student from year three until the thesis defense. The following will occur yearly:

- a) Prior to the seminar the student will provide the yearly committee (and the full thesis committee in year 5 and beyond) with a short summary of completed work and work proposed for the next year (approximately two pages).
- b) The student will give a seminar presentation attended by the yearly committee in a forum such as (but not limited to) Signaling Supergroup, RNA Club, Biophysics Supergroup, Biochemistry Retreat, or Mostly Molecular Biology.
- c) Soon after the seminar (preferably within two week) the student will meet with the committee to evaluate student's progress. During this meeting a short written evaluation will be completed (see instructions below).

Example timeline (on average students graduate in 5.5 years)

<u>Year</u>	<u>Evaluation</u>
1	Core
2	Orals
3	Summary, seminar, meeting with yearly committee (3 faculty)
4	Summary, seminar, meeting with yearly committee (3 faculty)
5	Summary, seminar, meeting with yearly committee (5 faculty-your thesis faculty)
6	Thesis defense

Timetable for thesis preparation and defense

In all cases the completed thesis is to be given to the student's advisor a MINIMUM of one month prior to the thesis defense, so that the advisor has sufficient time to suggest appropriate revisions. Following incorporation of those revisions, the thesis approved by the advisor will be given to the full thesis committee a MINIMUM of two weeks before thesis defense. If this date cannot be met then the student may have to reschedule the thesis defense for a later date.

Instructions for filling out the Annual Report – Committee Meeting Form:

- 1) Fill in the form during the annual committee meeting (if additional space is needed use the area below these instructions or attach another page).
- 2) The student should fill in information at the top of the report as needed.
- 3) It is the thesis advisor's (mentor's) responsibility to ensure that comments get entered on the report.
- 4) The student, the mentor, and other committee members should sign at the bottom of the report.
- 5) The mentor and the student can retain copies of the report and the original should be placed in the student's file in Graduate Program Assistant's office.