Cell Biology Thesis Committee Meeting Form

Instructions for the Student:
1) Prior to the meeting, you should have emailed to the committee chair, your advisor and the departmental registrar 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 your past work b) plans for future experiments to accomplish before the next meeting.
2) Read the instructions for the committee chair below to make sure proper procedures are followed.

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) Email this form to Lisa Crotty, the Cell Biology registrar, who will record to students file and distribute copies to the student, committee, thesis advisor, and DGS upon request.

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.

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
<th>Well above average</th>
<th>Good</th>
<th>Cause for concern to committee</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Progress since last thesis committee meeting (or qualifying exam if no prior meeting):</td>
<td></td>
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<td>2.</td>
<td>Knowledge of the relevant scientific literature:</td>
<td></td>
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<td>3.</td>
<td>Thinking critically about the project, seeing the “big picture”:</td>
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<td>4.</td>
<td>Demonstrating initiative and independence in experimental design and project directions:</td>
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<td>5.</td>
<td>Motivation and work ethic:</td>
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<td>6.</td>
<td>Technical competence at the bench, trouble-shooting ability:</td>
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<td>7.</td>
<td>Quality of written and oral presentations:</td>
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</table>

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 (e.g., 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: _______________________________________________