

Department of Biological Sciences Committee Meeting Report for fifth year students and beyond.

Students in Year 5 and above are required to have committee meetings every six months. Prior to the meeting, they should prepare a short report (~2 pages) indicating the progress made in the past six months, and a plan outlining the goals for the next six months. By year 6, this plan should include a proposed thesis outline. The plans should be appended to this form when it is sent to Sarah. If necessary, questions may be answered on a separate page.

Student's Name: _____ Entering Year: Fall _____ Date of Meeting: _____

Sponsor: _____ **Signature:** _____

Comm. Member: _____ **Signature:** _____

Comm. Member: _____ **Signature:** _____

Additional Comm. Member: _____ Signature: _____

The committee must complete the following questions, which they are agreeing to as signed above. The co-DGS's and/or the graduate committee will review these forms.

(1) This student should meet with the committee again in ~6 months. If there is an expected deviation from this requirement, please briefly explain:

(2) Please comment on the student's progress and plans.

(3) Publications: Please list all authors and the journal for papers that are published or in press; if not first-author, list which figures/tables were contributed. Include manuscripts in preparation only if paper is actually being written now.

(4) For students in the 6th year and above: What work is expected to complete the thesis, and what is the current target date for graduation?

As described in the Graduate Student Handbook, please check:

- After the presentation, the committee has met without the student and then communicated their conclusions and recommendations to the student.
- The student has met with the committee, without the sponsor, to have the opportunity to discuss any issues in the lab, get career advice, etc.