

# Annual Thesis Committee Meeting Summary

(2nd year students and beyond)

## **SECTION 1: TO BE COMPLETED BY STUDENT**

Student Name:

Date:

Date of Last Mtg.

Thesis Title:

### **Thesis Committee:**

Chair

Committee  
Members

### **Abstracts Submitted:**

**Title:**

**Meeting (Poster/Talk?):**

| <b>Title:</b> | <b>Meeting (Poster/Talk?):</b> |
|---------------|--------------------------------|
|               |                                |
|               |                                |
|               |                                |
|               |                                |
|               |                                |

Papers Published/In Press (PubMed standard citation):

1)

2)

3)

Honors/Awards:

1)

2)

List RCR courses that you have attended this year:

1)

2)

**Grants/Fellowships: (List award title and awarding agency)**

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |

**SECTION 2: TO BE COMPLETED BY FACULTY MEMBER**

**Meeting Synopsis:**

|   | Poor | Competent |   |   | Excellent |
|---|------|-----------|---|---|-----------|
|   | 1    | 2         | 3 | 4 | 5         |
| • Identifies a scientific problem that is important in the field  |      |           |   |   |           |
| • Demonstrates mastery of the literature in their field of research   |      |           |   |   |           |
| • Provides a sound plan for applying leading edge technical approaches to solving research problem and shows a good understanding of how to use methods/tools effectively               |      |           |   |   |           |
| • Designs experiments to definitively test or reject an hypothesis  |      |           |   |   |           |
| • Provides a sound plan for analyzing/interpreting research data  |      |           |   |   |           |
| • Communicates research proposal clearly and professionally in both written and oral forms appropriate to the field   |      |           |   |   |           |
| • Demonstrates capability for independent research in the area of study, the ability to develop and apply substantial expertise in that area and to make an original contribution to it |      |           |   |   |           |

**Summary presentation:**

**General knowledge in thesis area:**

**Future directions:**

**Progress to date:**

**Comments:**

The committee recommends the following actions:

- Student should schedule normal follow-up meeting in one year.
- Student should schedule their next meeting in six months or less.  
Date: \_\_\_\_\_
- Student is approved by all committee members to proceed with Ph.D. thesis defense.
  - Student has fulfilled publication requirement to defense.
  - Student has been approved to request a publication exception.

Committee:

|                   |                  |
|-------------------|------------------|
| Print Name: _____ | Signature: _____ |
| Print Name: _____ | Signature: _____ |
| Print Name: _____ | Signature: _____ |
| Print Name: _____ | Signature: _____ |
| Print Name: _____ | Signature: _____ |
| Print Name: _____ | Signature: _____ |

**SECTION 3: TO BE COMPLETED BY INDIVIDUAL DEVELOPMENT PLAN (IDP) MENTOR**

Meeting Summary/Comments:

Future directions:

Student has fulfilled annual IDP requirement.

IDP Mentor Name: \_\_\_\_\_ Date: \_\_\_\_\_

IDP Mentor Signature: \_\_\_\_\_