

SGS Thesis Committee Meeting Evaluation

A graduate student's Thesis Committee is designed to evaluate student progress, as well as to provide guidance. Students are encouraged to consider thesis committee members as mentors and to reach out to them between meetings for advice (on research, career, lab dynamics, etc.). The Thesis Committee is required to meet at least annually to review the student's progress.

In the form below, the student should pre-fill all fields marked with an asterisk before the meeting. The student should then forward the form to the Thesis Advisor for completion of "Thesis Advisor Comments".

The meeting should use the following protocol:

- If a presiding member is not named, the first order of business is to designate the person who will be serving in that role.
- The student will discuss his/her research and responds to questions.
- The student should be given the opportunity to discuss her/his long-term career plans and seek advice.
- The student is then asked to leave the room for the committee discussion.
- After the committee discussion, the student returns to the room for the committee decision and feedback.
- At some point during the meeting, a discussion with the student should occur with the Major Sponsor out of the room. This conversation provides an opportunity for the student to confidentially discuss any concerns with the mentor/laboratory/peers, as well as issues related to work-life balance or mental health. For the latter, the School of Graduate Studies provides a list of recommended resources.
- When the committee has completed its review of the student, the Committee Meeting Chair must complete this evaluation form (reflecting the consensus of the committee), ask the student to add student comments, discuss the evaluation with the student, and then submit the evaluation to the Program Coordinator, who should share with the Program Director and forward to the GS office.

Student Name: _____ **Program:** _____ **Year in Program:** _____

For MD/PhDs, time is counted from 1st registration in COM.

Date of Committee Meeting: _____

Committee Members Present: _____, **Committee Chair**

_____, **Thesis Advisor**

***Publications** (if applicable, include citation info or status if unpublished, e.g., in review):

***Presentations** (if applicable):

***Fellowships Applied For** (if applicable):

***Title of Research Project:**

Thesis Advisor's Comments on Student Progress (completed prior to meeting):

Committee evaluation of Student's accomplishments and performance, as well as Committee recommendations (use additional space as needed):

Milestones for Next Committee Meeting. For students who have completed their 4th year, please briefly describe the plans, including tentative timeline, for the student to progress to graduation:

Student Comments:

A discussion with the student occurred with the Thesis Advisor out of the room: ☐ Yes ☐ No

Did the Committee have a conversation with the student about long-term career plans? ☐ Yes ☐ No

The next committee meeting is to be scheduled ____ months from now (no more than 12 months; sooner is recommended).

This document was discussed directly with student by the Committee Meeting Chair: ☐ Yes ☐ No

Student Signature: _____

Date: _____

Committee Chair Signature _____

Date: _____