

## Second-Year Supervisory Committee Meeting Report

This form should be filled out **by the major professor** in consultation with the supervisory committee and submitted electronically to the Program Coordinator and Graduate Program Director.

**Student Name:**

**Date of Committee Meeting:**

**Committee Report:**

### 1. Supervisory Committee

- List names of Supervisory Committee members and departments. Students need a supervisory committee that has at least four members with graduate faculty status (GFS) or co-doctoral director status (CDDS) including a BMS major professor, one additional faculty member from BMS, and a university representative from a department other than BMS.

**Major Professor:**

**University Representative:**

**Committee Member:**

**Committee Member:**

- Were all the members present at this committee meeting? **YES** \_\_\_ **NO** \_\_\_  
If no, please explain.
- Have all committee members contributed to and agreed to this evaluation?  
**YES** \_\_\_ **NO** \_\_\_ If no, please explain.

### 2. Course Work. Please list any required courses that still need to be completed including a timeline for completion.

### 3. Departmental Seminar

- Has the student presented a departmental seminar?  
**YES** \_\_\_ **Date** \_\_\_\_\_  
**NO** \_\_\_ , if no please explain and provide date for upcoming seminar

The second-year seminar is a requirement for all BMS and Neuro-BMS students. The purpose of the second-year seminar is not to present research, but a review of the area of research and identification of the important questions moving forward. Thus, the goals of the second-year seminar are: i) to learn and practice good presentation skills early in graduate training, ii) to leverage the seminar preparation process to become intimately familiar with the chosen scientific field, and iii) prepare for the preliminary exam.

- Students must present their second-year seminar by the end of Spring semester of their second year. Seminars should be scheduled in the preceding fall for spring presentation. The presentation is not permitted to roll over into the summer as this time should be used to complete and defend the preliminary exam.
- Presentations should be no more than 25 minutes, with 5 minutes for questions. This permits two student presentations per seminar slot. The time limit will be strictly enforced.
- Because the goal of this seminar is to ensure that students have a full understanding of their field, discussion of your preliminary data or other unpublished work is not permitted as the seminar should be a critical review of the published work in the field.

### 4. Preliminary Exams

Students should begin to plan for their preliminary exams near the end of their coursework. To begin this process, we recommend that students schedule a full committee meeting in the spring of their second year for members of the Supervisory Committee to discuss ...topics and format of these comprehensive exams.

- Has the student discussed exams with the committee?
  - Has the student registered for IHS 8960 Preliminary Doctoral Examination? (According to the student handbook this should occur in the Summer following the 2<sup>nd</sup> academic year)  
**YES** \_\_\_ **NO** \_\_\_  
If no, please provide information on timetable approved by the committee.
  - The handbook also states that students need to defend their research proposal (Part II of the Qualifying Exam) no later than the spring on the third year. Please describe the projected timetable for proposal defense.
5. **Research Progress.** Please provide research strengths and challenges. In your evaluation include areas such as (but not limited to):
- Acquisition of laboratory methods and expertise
  - Understanding of the literature in the field
  - Data collection and analysis
6. **Publications:** Describe publication plans **IN DETAIL** – especially for first-author data papers, but also any review articles and/or chapters and co-authorships. Include timelines. It is typical to expect multiple manuscripts based on the dissertation research.
7. **Goals.** Please describe the student's goals for the next year.

Please sign and date to certify agreement with the content of this form:

***Major Professor:***

***University Representative:***

***Committee Member:***

***Committee Member:***

***Committee Member (if additional member included):***