

Third-Year Student 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 Entered PhD Program:

Date of Committee Meeting:

Committee Report:

1. **Supervisory Committee**

- Were all of 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. **Qualifying Exams**

- Has the student completed the Preliminary Examination (Qualifying Exam Part I)?
YES ___ **NO** ___ If no, please explain.
- Has the student successfully defended their research proposal? **YES** ___ **NO** ___
If no, please describe the plans for completion and defense of the proposal, including timeline.

3. **Course Work.** Has all required coursework been completed? **YES** ___ **NO** ___
If no, what is the timeline for completion of specific courses?

4. **Departmental Seminar.** Has the student completed or scheduled their required departmental seminar?
YES ___ **NO** __, provide date seminar given or scheduled:

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):