

Fourth- and Fifth-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. **Doctoral Candidacy**

Has the student been officially admitted to doctoral candidacy by virtue of successfully defending both part I (preliminary exam) and part II (research proposal) of the Qualifying Exam?
YES ___ **NO** ___, if no please outline plans for completion.

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

4. **Presentations.**

The Handbook states, "Students are required to present their work in at least one departmental seminar and one national or international scientific meeting prior to graduation".

- Has the student completed their required departmental seminar?
YES ___ **NO** ___, if no, provide date seminar is scheduled
- Has the student presented a poster or talk at a national or international scientific meeting?
YES ___ list meeting(s):
NO ___ provide plan for presentation

5. **Research Progress.** Please provide narrative evaluation on research progress and challenges related to completion and defense of the dissertation, including a timeline for degree completion.

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.

IF NO FIRST-AUTHOR DATA PAPERS HAVE YET TO BE SUBMITTED, FULLY JUSTIFY TIMELINE AND INCLUDE PLANS FOR FOLLOW-UP BY THE COMMITTEE TO ENSURE PROGRESS.

7. **Goals.** Please describe the student's plans and goals post-degree.

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):