

Second 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 robin.ryan@med.fsu.edu

Student Name: _____

Date Entered PhD Program: _____

Date of Committee Meeting: _____

Committee Report:

1. Supervisory Committee

- Does the student have a full 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. **YES** ___ **NO** ___
- 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. Preliminary Exams

The handbook states, "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 2nd 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 time table for proposal defense.

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

4. **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

5. **Goals.** Please describe the student's goals for the next year.