**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 robin.ryan@med.fsu.edu

**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.

1. **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.

1. **Course Work.** Has all required coursework been completed? **YES \_\_\_ NO \_\_\_**

If no, what is the timeline for completion of specific courses?

1. **Departmental Seminar.** The Handbook states that the departmental seminar should “occur in the semester following the defense of the research proposal (i.e.: spring of the third year), but not later than the summer of the third year. This seminar is not expected to be a complete body of work; rather, it is an opportunity to highlight work in progress and planned directions for future work.
* Has the student completed or scheduled their required departmental seminar?

**YES \_\_\_ NO \_\_\_,** provide date seminar given or scheduled:

1. **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
2. **Goals.** Please describe the student’s goals for the next year.