

Pathobiology Annual Thesis Committee Meeting Report

Instructions: Thesis committee meetings are required annually and include documentation of research and training progress. During the meeting the student and PI will meet individually with the committee to provide an opportunity for the PI and student to discuss the mentoring relationship and share any concerns with the committee confidentially. Students should complete the first part of this form and distribute it to the committee at least 3 days prior to the meeting date. The thesis committee Chair is responsible for completing the form after the meeting to document committee recommendations and evaluate progress. The committee Chair will also sign the form on behalf of all committee members and email a copy of the entire meeting report to the Program (pathobiology@brown.edu), the DGS(s), the Advisor, and the student.

To be completed by the Student

Student Name

Meeting Date

Preliminary Exam Status

Completed

Planned, Date:

Thesis Committee Members:

Name

Name

Name

Chair

Advisor

1. Briefly summarize (1 paragraph) project aims and research progress since last meeting.

2. Dissemination of results over the past year - include publications, submitted manuscripts, submitted grants, attendance at conferences, contributed or invited talks or posters.
3. List Honors and Awards.
4. Please list professional development activities. Include workshops attended, service activities, departmental/program committees, etc.
5. Have you encountered any unexpected difficulties with your research or training that you would like to discuss with your committee? Please indicate if your progress fell short of your own personal expectations and goals.

Individual Development Plan (IDP)

The IDP is to be updated annually and shared with DGS(s). Have you emailed the most recent update?

Yes

No

To be completed by the Committee Chair

Assessment:

Strong

Adequate

Needs Work

Clearly stated aims & hypotheses

Familiarity with relevant literature

Critical thinking about problem & approach

Quality & quantity of experimental/theoretical work

Clarity of presentation

Summarize committee discussion including positive aspects of the student's work as well as areas that need improvement and recommendations for specific goals for next year.

Were training and career goals discussed at this meeting? If so, describe actions the student should take to work towards their career goals.

Did the student meet with the committee without their advisor present? Yes No

If concerns about mentoring and/or lab environment were raised by the student, please send a separate email to the DGS(s) summarizing concerns & the committee response.

Overall Assessment of Student Progress:

If the overall assessment is not satisfactory, please attach a plan for remediation.

Recommended Date for Next Meeting:

By my signature, I confirm the agreement of committee members of this evaluation.