

Neuroscience Graduate Program
Dissertation Advisory Committee Meeting Summary and Progress Report

The purpose of this form is to summarize and document the outcome of dissertation committee meetings (required at least annually). The student's advisor must complete the narrative section of the report within the week following each committee meeting. The student and the advisor must sign the report, and copies distributed by the student to the advisory committee, the Neuroscience Director, Director of Graduate Studies, and the Neuroscience Program Coordinator.

COMPLETE THIS REPORT IMMEDIATELY AFTER YOUR MEETING

Student: _____

Date: _____

Advisor: _____

Committee Members (check if present at meeting)

To be completed by student

1. What progress have you made toward your degree during the past year? (Do not include progress recorded in last year's report.) Also explain deviations from last year's goals. _____

2. Itemize the remaining requirements (e.g., aims and experiments) for your dissertation and propose a timetable for completing them. Indicate which one(s) you expect to complete during the next year. _____

3. List publications, including abstracts and manuscripts from the last year. Attach a copy of each publication and return with this report. Also list any patents, invention reports, etc. _____

To be completed by Chair of dissertation committee (advisor)

1. Comments on student's progress on dissertation during the last year:

2. Comments on student's objectives for the next year:

3. Comments on student's timetable for completing dissertation.

4. Considering the overall professional development of this student (i.e., presentations at conferences, publishing), is he/she making adequate academic progress? If not, explain why.

Student Signature

Date _____

Advisor Signature

Date _____

Committee Member Signatures:

RETURN TO: Malu Tansey, Ph.D.
Director of Graduate Studies
Whitehead Biomedical Research Building
Room 605L