# MMG Dissertation Committee Meeting Form\_(1 per meeting)

***Submit all pages to the Program Administrator and DGS within one week of the meeting .***

**Student Name: Date:**

**Entry year/Year in program: ­­­\_\_\_\_\_/\_\_\_\_\_ Date of last meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Next Anticipated Meeting date:\_\_\_\_\_\_\_\_\_\_\_\_ Anticipated Defense: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*The Student will complete the pre-assessment evaluation and submit the form to the committee with their research summary one week prior to the meeting.*

*Committee members are to assess and provide feedback regarding each area below. The Committee Lead will compile the assessment scores and comments of the committee, and return the completed form to the student at the end of the meeting.*

**Student Accomplishments Section** (completed by student prior to meeting)

**1. List publications of dissertation research in peer-reviewed journals:**

**2. List co-authorships on original research papers or reviews at Emory:**

**3. Conference presentations during training:**

**4. Grants and awards applied/nominated for:**

**5. Awards and recognition received:**

**6. Other Achievements:**

**Dissertation Progress Section** (completed by student prior to meeting)

**1. Briefly list progress made toward your degree since last meeting. Explain any major changes from prior goals.**

**2. Briefly list remaining aims and experiments/analyses for completion of your dissertation and propose a timetable for completion. Indicate which experiments you aim to complete by the next meeting.**

Grading:

0 = Insufficient evidence (No effort or proficiency demonstrated)

1 = Developing (Evidence of effort)

2 = Approaching standard (Some elements of standard met)

3 = Proficiency (PhD level)

4 = Mastery (Exceptional/Advanced)

|  |  |  |
| --- | --- | --- |
| **Assessment of Scientific Rigor and Proficiency** | **Student pre-assessment** | **Committee assessment** |
| Context for and significance of the research is presented  |  |  |
| The research question and objectives are clearly stated |  |  |
| One or more hypotheses is given for each specific aim |  |  |
| Approaches are explained with enough context to allow critical evaluation of the results |  |  |
| Anticipated outcomes and interpretations of those outcomes are presented |  |  |
| Key results and interpretations of the results are presented |  |  |
| Main conclusions are summarized |  |  |
| Limitations of the research are identified and their implications are discussed |  |  |
| Slides, volume, and pace of oral presentation are effective |  |  |
| *Total* |  |  |

Comments (if any):

|  |  |  |
| --- | --- | --- |
| **Assessment of Development and Progress towards degree** | **Student pre-assessment** | **Committee assessment** |
| **Knowledge of background and literature relevant to project** |  |  |
| **Clear and achievable project plan provided** |  |  |
| **Measurable and achievable future short-term goals provided** |  |  |
| **Student on track to defend thesis in 5 years** |  |  |
|  |  |  |
| **Student has defined career goals and objectives** |  |  |
| **Student has taken actions toward career development/goals** |  |  |
| ***Total***  |  |  |

Comments (if any):

**Summary of recommendations made by the committee:**

At the meeting, the student should briefly summarize the comments and critiques made by the committee on project development, career development and progress toward their degree, including recommendations for next steps (bullet points are fine). This should be reviewed and signed off on by the committee members, including the mentor, in the table below at the Dissertation Committee Meeting.

|  |  |  |  |
| --- | --- | --- | --- |
| **Committee Member Name (printed)** | **Committee Member Signature** | **Date** | **Present at Meeting (Y/N)** |
| Lead: |  |  |  |
| Advisor: |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Student Signature: Date:

**Follow up meeting:**

Within one week of the meeting, the student and advisor should meet to discuss how they will implement the recommendations from the committee. The advisor and student need to document this meeting below, and then the student should submit this form to the Program Administrator and DGS. An emailed pdf version of this completed form along with their pre-meeting summary and meeting slides are required to document their meeting.

***“We have met and discussed the feedback from the recent committee meeting.”***

Date of follow up meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_