

Neuroscience Graduate Program
Dissertation Advisory Committee Meeting Summary and Progress Report

During the Committee Meeting, the student should present a summary of the progress as well as an outline of the studies that the student and research advisor anticipate will be included in the final dissertation. The IDP should be presented and elective classes that will promote current studies or future career goals should be discussed at the student's option. The committee will give the student and advisor feedback and comments on what they consider necessary for successful completion of the dissertation research. The student may be excused at the beginning of the meeting to allow the Committee to confer with the advisor. At the end of the meeting, the advisor will be excused to allow the student to confer with the Committee.

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 Senior Director of Graduate Studies, and the Neuroscience Program Administrator.

COMPLETE THIS REPORT IMMEDIATELY AFTER YOUR MEETING

Student: _____ Meeting Date: _____

Advisor: _____

Print Committee Members names (**indicate which committee members were present at the meeting and ask members to sign next to their name and rate the progress of your dissertation research**)

<u>Committee Member Name</u>	<u>Signature</u>	<u>Present at Meeting</u>	<u>Student Progress Rating</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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.

4. IDP (Individual Development Plan) Slides presented: Yes ___ No ___

5. Did you confer with the committee after your advisor was excused? Yes ___ No ___

6. Elective course options discussed, if interested: Yes ___ No ___ N/A ___

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