

## **E&EB GRADUATE STUDENT COMMITTEE MEETINGS**

### **Instructions to Committee**

#### **Chair**

Following the student's presentation and the question period, the student should be asked to leave the room while the committee discusses the student's progress, strengths and weaknesses.

In consultation with the other committee members, the Committee Chair should complete the attached form. Please be honest in your assessment. It is important that the student (and the DGS) be made aware of any problems that need to be addressed, both with respect to the student's performance and the success/promise of the current research project.

The student should then be asked to return to the room, informed of the committee's conclusions and recommendations, and provided with an opportunity to ask questions.

After the meeting, the Committee Report should be delivered to Karen Broderick (OML 122D), who will send copies of the Report to the student, all of the Committee members, and the DGS.

If the Committee Chair prefers, he/she may write a letter (or E-mail message) to the student addressing the points indicated on the attached form. In this case, the letter/message should be copied to the student, the other members of the Committee, the Registrar (Karen Broderick) and the DGS (Paul Turner).

## E&EB STUDENT COMMITTEE MEETING PROGRESS REPORT

Name of student: \_\_\_\_\_ Date of meeting: \_\_\_\_\_

Name of thesis advisor: \_\_\_\_\_

Committee members in attendance: \_\_\_\_\_

**Please assess the abilities/accomplishments of the student in each of the areas listed below by circling the appropriate descriptor and providing comments where appropriate.**

1. Progress made since the last committee meeting:

Acceptable                  well above average          an issue of concern to the committee  
If an issue of concern to the committee, please explain briefly below:

2. Knowledge of the scientific literature relevant to the research project:

Acceptable                  well above average          an issue of concern to the committee  
If an issue of concern to the committee, please explain briefly below:

3. Thinking deeply/critically about research project, seeing the "big picture":

Acceptable                  well above average          an issue of concern to the committee  
If an issue of concern to the committee, please explain briefly below:

4. Demonstrating initiative and independence in experimental design and project directions:

Acceptable                  well above average          an issue of concern to the committee  
If an issue of concern to the committee, please explain briefly below:

5. Motivation and work ethic:

Acceptable                  well above average          an issue of concern to the committee  
If an issue of concern to the committee, please explain briefly below:

6. Technical competence at the bench, trouble-shooting ability:

Acceptable                  well above average          an issue of concern to the committee  
If an issue of concern to the committee, please explain briefly below:

7. Quality and clarity of written and oral presentations:

Acceptable                  well above average          an issue of concern to the committee  
If an issue of concern to the committee, please explain briefly below:

**Answer the questions below by circling the appropriate answer.**

8. When can the student be expected to graduate?  
4.5 yrs    5.0 yrs    5.5 yrs    6.0 yrs    6.5 yrs    7.0 yrs    7.5 yrs  
too soon to say

9. Does the student have a "story", or at least the beginnings of a story, that will lead to one or more publications?  
Yes    probably    maybe    no    too soon to say

10. Should the student consider switching to a different project?  
Yes    probably    maybe    no    too soon to say

11. When should the next committee meeting be held?  
3 months    6 months    9 months    12 months

**Please indicate the committee's expectations and requirements, making reference (where appropriate) to the aims stated in the student's Annual Report.**

12. Is the Committee in agreement with the student's aims and priorities for the next 12 months as stated in the student's Annual Report?

Yes    no

If the committee feels that certain minimal goals must be achieved in order for the student to remain in good standing in the graduate program, please specify these below:

13. Is the Committee in agreement with the student's proposed thesis outline and plan for graduation (if such has been presented)?

Yes    no

If not, please explain briefly below:

14. Provide additional comments (e.g., areas where student should aim for improvement), if desired by appending an additional sheet.

**Name of Committee Chair** \_\_\_\_\_

**Signature of Committee Chair** \_\_\_\_\_