

Cell and Molecular Biology Graduate Group
Thesis Committee Meeting Evaluation

This form must be completed after each thesis committee meeting and returned to the CAMB office signed by the Thesis Committee Chair.

STUDENT'S NAME: _____

ADVISOR: _____ STUDENT'S MATRICULATION DATE: _____

STUDENT'S PROGRAM: _____ CD/VMD _____

THESIS COMMITTEE CHAIR: _____

COMMITTEE MEMBERS: _____

MEETING DATE: _____

At least three days prior to the meeting, the student should provide members of the Thesis Committee with a brief progress report, including results obtained and experimental plans - no more than 2 to 3 pages. The progress report must also be submitted to the CAMB office.

Permission to write and defend the thesis:

The Graduate Group requires a dissertation that represents a definitive contribution to scientific knowledge and that demonstrates the student's ability to perform independent research. The dissertation should contain experimental information that answers a stated question and should display a logical progression of scientific thought. Graduates should have as their goal accomplishing work resulting in two or more lead-author research publications in peer-reviewed scientific journals. At a minimum, one lead-author peer-reviewed research publication should be in press prior to the granting of permission to write and defend the thesis. The thesis committee has the final authority to grant permission to write and defend the thesis. However, in cases where these standards are not met, the thesis committee must consult with the Program Chair prior to granting permission to write the thesis.

1. Rank the student's performance in each of the following areas:

1 (excellent) 2 (very good) 3(good) 4(poor) 5(unsatisfactory)

| | |
|---|--|
| <i>Written progress report</i> | |
| <i>Oral presentation</i> | |
| <i>Project design</i> | |
| <i>Productivity (for stage of training)</i> | |
| <i>Data quality</i> | |
| <i>Ability to interpret data</i> | |
| <i>Grasp of literature</i> | |
| <i>Clarity of future plans</i> | |

2. Briefly summarize the student's project – what are the major questions and approaches?

3. Describe the progress since the last meeting.

a. Is the Committee satisfied with the student's progress? Yes / No

b. If not, then why not? If progress has been insufficient what steps need to be taken to rectify the problem?

4. List the Committee's recommendations regarding the tasks / goals to be completed before the next meeting:

5. Describe the status of publications. Is it expected that a first-author paper will be submitted within the next 12 months?

6. Were the student's notebooks reviewed? Are they in an appropriate format? Were improvements suggested by the committee?

7. Were postgraduate career plans discussed (for 4th year and later students)?

8. Please summarize any other concerns below. If no concerns, write "none".

9. When should the next committee meeting take place?

Please use additional space/and or pages as needed

Signature of thesis committee chair _____

Guidelines for maintaining a laboratory notebook

BGS has mandated that all graduate groups ensure that the laboratory notebooks of their students are maintained properly. Students are requested to bring their most recent laboratory notebook to each thesis committee meeting. The chair of the thesis committee will appoint a member to review the notebook.

The objective is to ensure that students record their primary data in a way that will allow it to be analyzed appropriately and recovered when necessary. The objective is NOT to monitor the precise content of the notebooks, but to ensure that they are maintained in an acceptable format. There will be a great deal of variation between notebooks, but most notebooks will meet the following requirements:

Notebooks should have bound pages.

Entries should be dated and in ink.

Inserts should be stapled onto pages when practical.

Sufficient information should be recorded so that the reader can determine the objective, design, procedure, and results of an experiment.

The origins or properties of any special reagents used in experiments should be noted.

There should be an organizational scheme, e.g. a table of contents, that allows others to locate key experiments.

Primary data not entered into the notebook, like digital files, gels, photographs, microscope slides, animal records, etc. should be indexed in the lab notebook and their location and labeling clearly noted.

If these requirements are not applicable to specific students or projects, we ask that the thesis committee use its best judgment in advising the PI and the student of the best manner in which records should be kept. We ask that notebooks be checked at each thesis committee meeting until the thesis committee feels that the notebooks meet these requirements.

If weaknesses are detected in notebook organization, then the student and PI should receive guidance from the thesis committee on what improvements need to be made. It is the responsibility of the PI and the student to address issues as they arise.