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 one week 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. At least 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 this standard is 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)

<table>
<thead>
<tr>
<th>Written progress report</th>
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<tbody>
<tr>
<td>Oral presentation</td>
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<tr>
<td>Project design</td>
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<tr>
<td>Productivity (for stage of training)</td>
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<tr>
<td>Data quality</td>
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<td>Ability to interpret data</td>
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<td>Grasp of literature</td>
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<td>Clarity of future plans</td>
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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. Did the Student and Mentor meet to discuss the IDP?

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

9. Please summarize any other concerns below. If no concerns, write “none”.

10. 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 students properly maintain laboratory notebooks and records. Students are requested to bring their most recent laboratory notebook to each thesis committee meeting. The thesis committee chair will appoint a committee member to review the notebook.

The purpose of this review is to ensure that students record their primary data in a manner that allows for appropriate analysis, reanalysis and documentation as necessary. The objective is NOT to monitor the precise content of the notebooks, but to ensure that these essential records of research activity are maintained in an acceptable format. While there will be variation in notebook format, the following requirements must be met:

- Notebooks should have bound pages.
- Entries should be made in ink and dated.
- 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 should be noted.
- There should be an organizational scheme (e.g., a table of contents) that allows others to locate key experiments.
- Primary data that cannot be entered into a notebook, including digital images or data files, gels, photographs, microscope slides, animal records, etc. should be indexed in the lab notebook with the identifying file name/label and storage location clearly documented.

If parts of these requirements are not applicable to a specific project (e.g., studies generating mostly large data sets or image stacks), the thesis committee will advise the PI and the student of the best manner to maintain experimental records. At a minimum, hard copy records must be kept that identify the unique file names and storage locations for all digital data sets.

Notebooks/records should be checked at each thesis committee meeting. If weaknesses are found in notebook/record organization, then the student and PI will receive guidance from the thesis committee on necessary improvements. It is the responsibility of the PI and the student to fully address issues identified by the thesis committee.