**Thesis Committee Meeting Summary**

**Date**

**Student**       **Mentor**

**Committee Chairperson\***

\*The Chairperson’s role is to monitor the student’s progress towards graduation: ensuring that meetings are held at an appropriate frequency (at least annually) and that continual advancement towards the completion of the research and the writing of the dissertation is made. If the Chairperson feels that there is an issue or problem that cannot be resolved among the mentor and the student’s committee, he or she should bring it to the attention of the IGG Chair and Executive Committee immediately.

**Committee Members Present**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Good** | **Fair** | **Poor** |
| **Progress since last meeting** | [ ]  | [ ]  | [ ]  |
| **Originality and creativity** | [ ]  | [ ]  | [ ]  |
| **Laboratory skills** | [ ]  | [ ]  | [ ]  |
| **Accuracy and quality of data** | [ ]  | [ ]  | [ ]  |
| **Knowledge of literature** | [ ]  | [ ]  | [ ]  |
| **Perseverance and motivation** | [ ]  | [ ]  | [ ]  |
| **Independence** | [ ]  | [ ]  | [ ]  |
| **Communication skills** | [ ]  | [ ]  | [ ]  |

**Please explain any “fair” or “poor” marks.**

**Briefly outline the student’s progress since the last meeting.**

**Briefly comment on expected goals to be accomplished before the next committee meeting.**

[ ]  **The committee completed a review of the student’s lab notebook.**

**If the student is greater than 4th year post-candidacy (6th year of PhD program):**

 **Has the student been given permission to write?** [ ]  **YES** [ ]  **NO**

 **If not, when is it expected that permission will be granted?**

 **Anticipated date of next committee meeting:**

|  |  |  |
| --- | --- | --- |
| **CHAIR SIGNATURE**  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date**:       |
| **MENTOR SIGNATURE**  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date**:       |
| **STUDENT SIGNATURE** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date**:       |