

# **DEPARTMENT OF GENETICS AND GENOME SCIENCES**

## **PhD Program**

### **Guidelines and Format for First Thesis Progress Report Meeting (Pre-proposal defense meeting)**

The Report should be 1-2 pages in Arial font size 11, single line spacing, and 0.5" margins. It consists of two sections.

- Section I: academic progress report
  - Course work completed and planned
  - Conferences (both internal and external) attended with a title of poster or platform presentations, if any.
  - Manuscript submitted or published, if any.
- Section II: thesis research progress report
  - Include the thesis proposal specific aims page.

### **Guidelines for the Presentation at the First Meeting**

The Presentation should be 15-20 minutes with 10-15 slides. The Presentation is an elaboration of the specific aims page of the thesis proposal. It consists of the major points of the specific aims page: key background information, central hypothesis, individual aims including preliminary data, if any, and outline of the proposed research (no details needed).

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**Agenda for First Thesis Committee Meeting:**  
**(to be held no later than December 15, the second year for PhD students or**  
**June 15, the first year for MSTP students)**

- 1) Student should provide the Chair with a partially completed First Thesis Committee Meeting Form (general and course/grade information) AT THE MEETING for completion by the chair AT THE MEETING and to obtain signatures.
- 2) Committee Chair introduces him/herself and calls the meeting to order.
- 3) Committee members introduce themselves.
- 4) Student reviews the courses taken and the grades achieved.
- 5) Student reviews plans for taking advanced electives.
- 6) Student presents the plans for the Thesis research with specific aims and preliminary data if available in a 15-20 minute talk.
- 7) Student leaves room while committee discusses progress with the mentor and goals for the next committee meeting using and completing the Thesis Committee Meeting Form.
- 8) Chair relays information to student from the committee and goals for next meeting.
- 9) Chair returns the signed and completed form to the student and adjourns the meeting.

**Students: Distribute this agenda and your thesis project plan in the form of a 1-2 page document to your Thesis Committee at least 10 days before your First Thesis Committee Meeting.**

**Note: Preparing food and drinks at committee meetings is not necessary, and in fact, is discouraged.**

# DEPARTMENT OF GENETICS AND GENOME SCIENCES

## PhD Program

### FIRST COMMITTEE MEETING REPORT

*BRING THIS FORM WITH YOU TO THE MEETING!!! The first Committee Meeting should take place by December 15 of the student's second year (June 15 of first year for an MSTP student). Members should sign the report before leaving the meeting. During the meeting, when the student leaves the room for committee discussion, the Thesis Committee Chair should solicit answers for this form and write in the answers and narrative comments reflecting the committee's assessment. When the student returns to the room, the chair should go over this report with the student. The student is responsible for providing each committee member as well as the graduate program director (Helen Miranda ) with an electronic copy and providing Sanjana Pandit with the signed form no later than December 31 (June 30 for an MSTP student).*

Student's Name	Enrollment Date
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Date of First Committee Meeting:

### Courses

Course Number	Title	Credit Hours	Grade
IBMS 455	Molecular Biology	3	
IBMS 450	Fundamental Biostatistics to Enhance Research Rigor	1	
IBMS 453	Cell Biology	3	
IBMS 456	Since you were born: Nobel Prize Biomedical Research in the last 21 Years	1	
GENE 500	Eukaryotic Genetics I	3	
GENE 504	Eukaryotic Genetics II	3	
GENE 511	Grant Writing Workshop	3	
IBMS 500	On Being a Professional Scientist	1 (not graded)	
GENE 505	Genetics Journal Club	1 (not graded)	
Total graded hours:			

## Committee Members

	Name (please print)	Signature
Chair		
Thesis Advisor		
GGS member		
GGS member		
Outside member		
Member		

## General Guidelines

- Students should send a 1-2 page Thesis Progress Report to the Committee at least 10 days week before the Meeting.
- The purpose of this Report is to have a basis for a general discussion of the student's research project. The student has been instructed to give a 15-20 minute presentation to the Committee.
- The Thesis Committee Chair will draft the comments and review them with the student at the meeting and provide a copy of the comments to the student at the meeting.

## Report

- Answer the following questions. Please add comments about strengths and weaknesses and plans for improvement.
  - 1) Is the thesis research project reasonable and appropriate? Also, please comment on the student report sent to committee members and the presentation discussing the thesis topic and specific aims.

☐ YES    ☐ NO

Comments:

2) What are the areas of strength?

3) Areas that need improvement?

4) Is the student's progress in courses, intellectual development and research appropriate for a second-year student in the GGS PhD Program? Please include comments regarding courses/grades and planned elective courses.

☐ YES    ☐ NO    ☐ Needs Improvement

Comments:

5) Please discuss the plan for the student's thesis proposal defense. Estimate the defense date.

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Student

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Thesis Committee Chair

Additional Comments: