# FIRST COMMITTEE MEETING REPORT

The first Committee Meeting should take place by September of the student’s 2nd year, and the report must be submitted to the departmental office by September 30th.

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<thead>
<tr>
<th>Student's Name</th>
<th>Degree(s)</th>
<th>Enrollment Date</th>
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Date of Committee Meeting: _____

### First Year Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Credit Hours</th>
<th>Grade</th>
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<th>Course Number</th>
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#### Spring
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#### Summer
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### Departmental Seminar (if scheduled):

Rate on a scale of 1 (outstanding) to 5 (poor)

**NOTE:** If the student receives scores of 4 or 5 in any areas please describe how these problems will be addressed in the report.

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<th>Verbal Skills</th>
<th>Audio/Visual</th>
<th>Poise</th>
<th>Understanding, Response to Questions</th>
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Chair signature ____________________________
Name (printed):

Advisor signature ____________________________
Name (printed):

Member signature ____________________________
Name (printed):

Member signature ____________________________
Name (printed):

Member signature ____________________________
Name (printed):
# General Guidelines

- The purpose of this Report is to have a general discussion of the student’s research project. The student should submit a 5-page written report to the committee 10 days before the scheduled meeting. The student should also prepare a 10-20 minute presentation for the Committee.
- Comments should be made on a separate page

## Report

1. **Is the research project reasonable and appropriate?**

   - [ ] YES
   - [ ] NO (please explain):

   ___________________________________________________________
   ___________________________________________________________

2. **Summarize the main aims of the project:**

   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________

3. **Is the student’s progress in courses, intellectual development and research appropriate?**

   - [ ] YES
   - [ ] NO (please explain):

   ___________________________________________________________
   ___________________________________________________________

4. **What are the areas of strength? needing improvement?**

   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________
5. Is the student making appropriate progress for a second year student?

☐ YES  ☐ NO (please explain):

___________________________________________________________

___________________________________________________________

6. Responsible Conduct of Research has been discussed.

☐ YES  ☐ NO (please explain):

___________________________________________________________

___________________________________________________________

7. The student’s Career Goals and the Individual Development Plan have been discussed.

☐ YES  ☐ NO (please explain):

___________________________________________________________

___________________________________________________________

Signature: ______________________________________________________ Date: ________________________

Student

Signature: ______________________________________________________ Date: ________________________

Advisor

Approved: ______________________________________________________ Date: ________________________

Department Chair/Program Director