

DEPARTMENT OF MOLECULAR BIOLOGY AND MICROBIOLOGY

**Molecular Biology and Microbiology Program
Molecular Virology Program, Cell Biology Program**

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.

Student's Name	Degree(s)	Enrollment Date
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Date of Committee Meeting: _____

First Year Courses

	Course Number	Title	Credit Hours	Grade
Fall				
Spring				
Summer				

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.

	Verbal Skills	Audio/Visual	Poise	Understanding, Response to Questions
Chair signature _____ Name (printed):				
Advisor signature _____ Name (printed):				
Member signature _____ Name (printed):				
Member signature _____ Name (printed):				
Member signature _____ Name (printed):				

Thesis Committee Meeting:

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

	Quality of Report	Progress on Thesis and Publications	Knowledge	Presentation
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

- ▣ Attach a copy of the student's pre-thesis report
- ▣ Answer the following questions. Explain any items checked "NO":

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