

# DEPARTMENT OF MOLECULAR BIOLOGY AND MICROBIOLOGY

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

## SECOND COMMITTEE MEETING REPORT

*This second Committee Meeting should take place soon after the student's departmental seminar by April 15 of the student's 2<sup>nd</sup> year, and the report must be submitted to the departmental office by April 30<sup>th</sup>.*

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				
Total Letter-Graded Credit Hours: _____				

### Second Year Courses

	Course Number	Title	Credit Hours	Grade
Fall				
Spring				
Summer				

Total Letter-Graded Credit Hours: \_\_\_\_\_

**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 may be made on a separate page

## Report

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

1. Is the research project reasonable and appropriate?

YES

NO (please explain):

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2. Summarize the main aims of the project:

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

YES

NO (please explain):

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

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

YES

NO (please explain):

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6. Responsible Conduct of Research has been discussed.

YES

NO (please explain):

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7. The student's Individual Development Plan has been reviewed.

YES

NO (please explain):

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Advisor

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Department Chair/Program Director