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**Molecular, Cellular, and Developmental Biology**

**Thesis Committee Meeting Form**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year of Matriculation: \_\_\_\_\_\_\_\_\_\_\_

Committee members present: Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Cognate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mentor:**

1) Please evaluate the student’s work in the following areas:

A. Time devoted to research: Extensive \_\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement \_\_\_\_\_\_

B. Technical skill: Excellent \_\_\_\_\_ Satisfactory \_\_\_\_\_ Needs Improvement \_\_\_\_\_\_

C. Knowledge of research: Excellent \_\_\_\_\_ Satisfactory \_\_\_\_\_ Needs Improvement \_\_\_\_\_\_

*Please briefly explain further any “Needs Improvement” ratings on an attached sheet.*

**Student:**

Items 2-6 [on the following pages] should be **completed by the student and mentor after the committee meeting**. By printing your names below, mentor and student acknowledge that they have discussed the ratings/documents and mutually approve of the content.

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

Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*This report should be completed by the student and mentor and returned to*

*the Graduate Coordinator within 7 days of the committee meeting.*

**To be completed by the student:**

**2) A summary of progress towards completion of the thesis.**

Briefly describe your major research accomplishments

(if including a separate written summary write “see summary’):

List new techniques/expertise acquired:

List of citations of published abstracts and/or manuscripts:

Funding sources and/or fellowship applications submitted:

Attendance at national/international meetings or national courses/workshops:

Describe and explain your level of satisfaction with your research progress over the past year.

Discuss any roadblocks and your efforts at troubleshooting.

Describe and explain your level of satisfaction with other aspects of your career development over the past year.

**3) Please attach a summary of committee recommendations regarding major steps that remain to be accomplished towards completion of the thesis.** In particular, indicate and prioritize realistic research objectives for the next year (bulleted points are sufficient).

**4) In a few sentences, please indicate your current goals and future plans upon completion of your thesis (academic, industry, etc**.). It is acceptable to indicate that you are unsure at this time.

What are your short-term career goals? Describe a timeline for achieving them:

What is your long-term career goal? Where do you see yourself in 10 years? Describe a timeline for achieving this goal:

What resources can your thesis mentor provide to help you achieve your goals?

**5) Plans for the up-coming year:**

Research project goals:

Plans for improving your communication skills – scientific writing and oral presentation:

What new research techniques do you anticipate learning? Do you need to collaborate with another laboratory to do so?

Anticipated publications to be submitted (please include tentative titles and authors):

Anticipated workshop/meeting attendance:

Anticipated fellowship application submissions (if you will resubmit an application, please indicate important aspects of its revision):

Anticipated other professional training (e.g. teaching workshops, certificates, additional course work, etc.):

How can your thesis mentor help you to accomplish your goals for the coming year?

Other Independent Development Plan resources can be found at the following link

<https://myidp.sciencecareers.org/>

**To be completed by the thesis mentor:**

**6) Please comment on the student’s progress over the past academic year.**