

## **Guide for Assessment of Annual Progress by Thesis or Dissertation Committee**

It is the policy of the Department of Biological Sciences that all graduate students in the MS-thesis, MS-bioinformatics, or Ph.D. programs meet at least annually with their advisory committee, in order to provide advice and guidance for the student, and to ensure that the student is making satisfactory progress towards the degree. The following is a brief guide to the suggested format of committee meetings<sup>\*</sup>; an assessment form is found on the next page.

### Advisory Committee meeting guidelines:

1. Each student should present to their committee a short written summary of either their proposed research/dissertation project, or the status and future research plans of their on-going research project.
2. At the meeting, the student will give a short (~20-30 minutes) formal verbal presentation in which they explain their proposed, or on-going, research project.
3. In the discussion of the research progress, the committee will evaluate:
  - A) the appropriateness of the research plan and methodologies
  - B) the degree to which satisfactory research progress is being made
  - C) the student's knowledge of the research discipline relative to their project
  - D) the student's independence of thought, creativity, and competence in the design and execution of the research project
4. At the end of the meeting the committee should provide feedback to the student and advisor with regards to the degree to which the student is making satisfactory progress in their graduate program, the degree to which the student's written and verbal communication skills meet expectations appropriate to their graduate program, and provide suggestions for future research and/or educational and scholarly progress.
5. Following the meeting, the "Assessment of Annual Progress" form (next page) should be turned into the graduate advisor for inclusion in the student's file.

<sup>\*</sup>The guidelines above refer only to annual advisory meetings with the individual student. Meetings for formal examinations (MS comprehensive exam, Ph.D. candidacy exam) or for the defense of a MS thesis or the defense of a Ph.D. dissertation should follow a format appropriate to the specific examination or defense.

## Assessment of Annual Progress for a Graduate Student in Biological Sciences

This form should be completed after the annual advisory committee meeting with the student. A copy should be provided to the Graduate Advisor for inclusion in the student's file.

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

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

Program:      **Ph.D.**              **MS-thesis**              **MS-Bioinformatics**

Please circle the appropriate response below in each category. Please provide written comments on the back of the form.

A. The written communication skills of the student:

Exceeds expectations              Meets Expectations      Does not meet Expectations

B. The verbal communication skills of the student:

Exceeds expectations              Meets Expectations      Does not meet Expectations

C. The appropriateness of the research plan and methodologies

Exceeds expectations              Meets Expectations      Does not meet Expectations

D. The student's knowledge of the research discipline relative to their project

Exceeds expectations              Meets Expectations      Does not meet Expectations

E. The student's independence of thought, creativity, and competence in the design and execution of the research project

Exceeds expectations              Meets Expectations      Does not meet Expectations

F. The degree to which satisfactory research progress is being made

Exceeds expectations              Meets Expectations      Does not meet Expectations

Advisor \_\_\_\_\_ Date \_\_\_\_\_

Committee member \_\_\_\_\_ Date \_\_\_\_\_

Committee member \_\_\_\_\_ Date \_\_\_\_\_

Committee member \_\_\_\_\_ Date \_\_\_\_\_

Committee member \_\_\_\_\_ Date \_\_\_\_\_