

## Thesis Committee Meeting Evaluation

A graduate student's Special Committee is required to meet at regular intervals to review the student's progress. Before the meeting, the student should pre-fill all fields marked with an asterisk (\*). The student should then forward the form to the Major Sponsor for completion of "Major Sponsor Comments".

The meeting should use the following protocol:

- At the outset of the meeting, the committee will designate one of the Minor Sponsors to serve as Committee Meeting Chair.
- Typically, the meeting will start with a committee conversation with the student out of the room.
- The student will discuss his/her research and responds to questions.
- The student should be given the opportunity to discuss her/his long-term career plans and seek advice.
- At some point during the meeting, a discussion with the student should occur with the Major Sponsor out of the room. This conversation provides an opportunity for the student to confidentially discuss any concerns with the mentor/laboratory.
- When the committee has completed its review of the student, the Committee Meeting Chair must complete this evaluation form (reflecting the consensus of the committee), ask the student to add student comments, discuss the evaluation with the student, and then submit the evaluation to the Program Coordinator, who should share with the Program Director and forward to the WCGS office. The form may be filled/signed by hand and/or electronically.

**\*Student Name:** \_\_\_\_\_ **\*Program:** \_\_\_\_\_ **\*Year in Program:** \_\_\_\_\_

**\*Date of Committee Meeting:** \_\_\_\_\_ **\*Date of Last Committee Meeting:** \_\_\_\_\_

**Committee Members Present:** \_\_\_\_\_ Major Sponsor  
\_\_\_\_\_ Minor Sponsor (designated Committee Mtg Chair)  
\_\_\_\_\_ Minor Sponsor  
\_\_\_\_\_ Minor Sponsor  
\_\_\_\_\_ Additional Member (optional)

**\*Coursework Since Last Meeting:**

**\*Publications** (if applicable, include citation info or status if unpublished, e.g., in review):

**\*Presentations** (if applicable):

**\*Fellowships Applied For** (if applicable):

**\*Teaching Activities** (if applicable, e.g., TAs):

**\*Title of Research Project:**

**Major Sponsor Comments on Student Progress** (completed prior to meeting):

**Progress in coursework since last meeting:**    Satisfactory    Marginal    Unsatisfactory    N/A

**Committee evaluation of Student's accomplishments and performance, as well as Committee recommendations** (use additional space as needed):

**Milestones for Next Committee Meeting:**

**Student Comments:**

A discussion with the student occurred with the Major Sponsor out of the room:    Yes    No

Did the Committee have a conversation with the student about his/her long-term career plans?    Yes    No

The award of full residence credit (See Article X.A. of the Code of Legislation) for the period covered by this evaluation:

is recommended    is not recommended

The next committee meeting is to be scheduled \_\_\_\_ months from now (no more than 12 months; sooner is recommended).

This document was discussed directly with student by the Committee Meeting Chair:    Yes    No

**Student Signature** \_\_\_\_\_

**Date**

**Major Sponsor Signature** \_\_\_\_\_

**Date**