

# DEPARTMENT OF GENETICS AND GENOME SCIENCES

## PhD Program

### Guidelines and Format for the Thesis Progress Report

The Report should be 1-2 pages in Arial font size 11, single line spacing, and 0.5" margins. It consists of three sections.

- Section I: academic progress report
  - Course work completed and planned
  - Conferences (both internal and external) attended with a title of poster or platform presentations, if any.
  - Manuscript submitted or published, if any.
- Section II: thesis research progress report
  - Describe research progress in each specific aim. In general, there is no need to include data figures.
  - Note: Sometimes, particularly for students whose projects are near completion, they may be requested by the committee to write their report in the format of a manuscript outline with figures attached. Students should follow any specific instructions of their committees.
- Section III: career goals and development
  - Career goals
  - Career development activities (participated and planned)

### Guidelines for the Presentation at the Committee Meeting

The Presentation should be 15-20 minutes with approximately 15 slides. The Presentation should include actual data that are described in the Report. For each experiment, it should include: key background information, hypothesis, experiment with controls, interpretation of results/conclusion, discussion of issues/concerns, and an outline of the follow up experiments.

**Note: Preparing food and drinks at committee meetings is not necessary, and in fact, is discouraged.**

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### Agenda for Thesis Committee Meetings

- 1) Committee Chair calls the meeting to order.
- 2) Student leaves room while committee discusses student's written report and research progress with the mentor.
- 3) Mentor leaves room while committee discusses student's progress with student (mandatory).
- 4) Student reviews the elective courses taken and grades.
- 5) Student presents progress on Thesis Research in a 15-20 minute talk.
- 6) Committee discusses student's Thesis Research.
- 7) Student reviews publication plans.
- 8) Committee discusses proposed graduation date if student is in 4th year of the program or beyond.
- 9) Committee discusses student's career goals and development plan
- 10) Schedule next meeting, which should occur in 6 months.
- 11) Student leaves room while committee discusses progress and goals for the next committee meeting with the mentor. The Chair completes the report with detailed comments from the committee.
- 12) Chair relays information to student regarding research progress and goals for next meeting.

**Students:** Distribute this agenda, your 1-2 page report and your previous Thesis Committee Report to your Thesis Committee at least 10 days before your next Thesis Committee Meeting. Provide a copy of the Thesis Committee Meeting Report at the meeting for signatures and comments.

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### THESIS COMMITTEE MEETING REPORT

*Regular Thesis Committee Meetings should take place every six months. During the meeting, when the student leaves the room for committee discussion, the Thesis Committee Chair should solicit answers for this form and write in the answers and narrative comments reflecting the committee's assessment. When the student returns to the room, the chair should go over this report with the student. The student is responsible providing each committee member as well as the graduate program directors (Hua Lou and Anne Matthews) with a copy and providing Clarice Young with the signed form no later than 2 weeks after the meeting.*

|                |                 |
|----------------|-----------------|
| Student's Name | Enrollment Date |
|----------------|-----------------|

Date of Thesis Committee Meeting:

#### Courses Since Last Meeting

| Course Number   | Title | Credit Hours | Grade |
|---|-------|--------------|-------|
|   |       |              |       |
|   |       |              |       |
|   |       |              |       |
|   |       |              |       |
|   |       |              |       |
|   |       |              |       |
|   |       |              |       |
|   |       |              |       |
| <b>Total graded hours (including required courses):</b> |       |              |       |
| <b>Total GENE 701 hours:</b>                            |       |              |       |

#### Committee Members

|                | Name (please print) | Signature |
|----------------|---------------------|-----------|
| Chair          |                     |           |
| Thesis Advisor |                     |           |
| GGS member     |                     |           |
| GGS member     |                     |           |
| Outside member |                     |           |
| Member         |                     |           |

## General Guidelines

- Students should send a 1-2 page Thesis Progress Report to the Committee at least 10 days week before the Meeting.
- The purpose of this Report is to have a basis for a general discussion of the student's research project. The student has been instructed to give a 15-20 minute presentation to the Committee.
- The Thesis Committee Chair will draft the comments and review them with the student at the meeting and provide a copy of the comments to the student at the meeting.

## Report

- Answer the following questions. Please add comments about strengths and weaknesses and plans for improvement.
  - 1) Is the thesis research project reasonable and appropriate? Also, please comment on the student report sent to committee members and the presentation discussing the thesis topic and specific aims.  
 YES     Needs improvements

Comments:

2) What are the areas of strength?

3) Areas that need improvements

4) Is the student's progress in courses, intellectual development and research appropriate?

YES  Needs improvements

Comments:

5) What are the student's career goals development plan?

6) What are the student's goals for publications?

7) What are the student's goals for the next meeting?

Next meeting time:

Comments:

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Thesis Committee Chair

Additional Comments: