

## **Ph.D. Program in Pharmaceutical Sciences - Student Annual Advisory Committee Meeting Report**

Each graduate student is required to have a formal advisory committee every year that they are in the program. The first committee meeting should be held within 3 months of selecting a Mentor and no later than August 1, prior to the start of the second year of graduate school. The purpose of the first meeting is simply to introduce the student to the committee members, provide a rough idea of the research project, and discuss coursework for the second year of study. After the initial meeting, annual meetings should take place by March 31 of the next year, and each subsequent year. The purpose of these meetings is to review student progress towards goal completion and to ensure that all committee members are in agreement as to the acceptability of the student's work thus far, and the direction of the project.

### **General Advisory Committee Meeting Guidelines:**

1. Each student should complete Part 1 of the meeting report, and distribute to advisory committee members at least 2 days in advance of the meeting (this would go well with a reminder of the time and place of the meeting).
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 student's progress in the graduate program, the degree to which the student's written and verbal communication skills meet expectations. Suggestions for future research and/or educational and scholarly progress will also be provided.
5. Following the meeting, the "Student Annual Advisory Committee Meeting Report" forms should be delivered to Catina for inclusion in the student's file.

**Student Annual Advisory Committee Meeting Report**

**Part 1 - To Be Completed By The Student** (distribute to committee at least 2 days prior to meeting)

Student Name: \_\_\_\_\_ Dissertation Chair: \_\_\_\_\_ Year in the program: \_\_\_\_\_

Date: \_\_\_\_\_ Date of last advisory committee meeting: \_\_\_\_\_

Please provide a summary of your accomplishments since the last meeting (use attachments if necessary)

**Coursework completed / to complete:**

**TA performance:**

**National/Regional Meetings Attended:**

**Manuscripts Submitted/Published:**

**Posters/Presentations Given:**

**Awards:**

**Other Accomplishments of Note:**

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**Part 2 – To Be Completed By Each Advisory Committee Members:** (1=unacceptable; 2=needs improvement; 3=the “average” performance of a successful student in our program; 4=above average; 5=outstanding)

<b>Student Performance</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>NA</b>
Enthusiasm						
Work Ethic						
Scientific Curiosity						
Ability to Think Independently						
Understanding of the Research Problem						
Competency With Research Methods						
Knowledge of the Scientific Literature						
Written Communication Skills						
Oral Communication Skills						
Evidence of Progress in Dissertation Research						

**Brief Narrative Statement of the Student’s Performance**

**Quality of Dissertation Research to date:**

Outstanding \_\_\_\_\_ Acceptable \_\_\_\_\_ Unacceptable \_\_\_\_\_

\_\_\_\_\_  
Committee Member Signature

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