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**Graduate Advisory Committee Meeting Form**

Attach Graduate Student Progress Report, complete Section 1, and submit to your advisor *before* the meeting.

Complete and return this form to the Earth Sciences Registrar after meeting with your committee.

**Section 1: Basic Information**

|  |  |  |
| --- | --- | --- |
| Student Name | E-mail | Year of Study (*i.e. year 3*) |
| Date of Meeting | Time Frame Covered by Report (*i.e., October 1, 2019 to September 30, 2020*) |
| Area of Interest (pre-candidacy) / Working Dissertation Title (post-candidacy) |
|  Supervisor |  |  |
| Committee Member 1 | Committee Member 2 | Committee Member 3 |

**Section 2: Supervisor’s Report**

1. Did the student’s full committee meet this year? YES [ ]  NO [ ]
2. Does the student’s report accurately reflect the student’s progress YES [ ]  NO [ ]
3. When do you expect the student to complete degree requirements? Date: \_\_\_\_\_\_\_\_\_\_\_\_
4. How often do you meet with the student?

[ ]  Weekly [ ]  Monthly [ ]  Every two months [ ]  Rarely [ ]  Never

1. What is your general assessment of the student’s progress during the past year?

[ ]  Excellent [ ]  Very Good [ ]  Average [ ]  Below Average [ ]  Inadequate

Describe specific progress achieved:

1. Goals set forth for the next year. This research plan should be discussed with the student.

**Section 3: Committee’s Assessment**

1. Has the candidate demonstrated adequate progress in research? YES [ ]  NO [ ]

Committee’s comments:

1. Areas that need improvement:

 [ ]  Literature knowledge [ ]  Theoretical framework [ ]  Scientific problems and insights

 [ ]  Laboratory and technical skills [ ]  Time management and engagement [ ]  Academic communication

Recommendations and suggestions:

1. Next advisory committee meeting set: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Supervisor’s Signature | Date |
| Committee Member 1 Signature | Date |
| Committee Member 2 Signature | Date |
| Committee Member 3 Signature | Date |

**Section 4: Student’s Feedback**

1. How often do you meet with your advisor?

[ ]  Weekly [ ]  Monthly [ ]  Every two months [ ]  Rarely [ ]  Never

1. My supervisor’s report is fair and adequate YES [ ]  NO [ ]
2. The committee’s assessment accurately reflects the discussion and recommendations at this meeting of my Advisory Committee: YES [ ]  NO [ ]
3. I request a meeting with the Associate Chair of Graduate Studies to discuss my concerns:

 YES [ ]  NO [ ]

Additional comments:

|  |  |
| --- | --- |
| Student’s Signature | Date |