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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 |