Genetics Annual Thesis Committee Meeting Form

Student:_______________________________________________________________

Thesis Advisor: _________________________________________________________

Tentative Dissertation Title:
____________________________________________________________________
____________________________________________________________________

Year Entered Program: ______________Date of Committee Meeting: ______________

Names of Committee Members present for the meeting:
Printed names:    Signatures:

_____________________________        ____________________________
_____________________________        ____________________________
_____________________________        ____________________________
_____________________________        ____________________________
_____________________________        ____________________________

Check each of the following if appropriate:
____ Prelim A has been passed
____ Prelim B has been passed
____ TA requirement has been completed

Prior to the meeting, students should write an approximately one-page progress report that
summarizes research progress during the last 12 months and research goals for the next 12
months. Questions 1 – 5 below should also be answered and distributed with the progress
report to the thesis advisory committee before the meeting.

1. The program is required to report information to the NIH for purposes of training grant
administration. Please list: a) any publications, b) poster and oral presentations including
summer colloquia (include event and dates), c) conferences attended (include dates and
location), and d) honors and awards since the last committee meeting.

2. Both the UW and the NIH require that Individual Development Plans (IDPs) be developed
and/or updated annually. Have you completed or updated within the past year an IDP as
described at the UW Individual Development Plan website (http://grad.wisc.edu/pd/idp) AND
have you completed the necessary steps in the UW IDP Reporting System? Please do so
before your thesis advisory committee meeting.

Circle one: YES or NO
3. UW policies do not require that IDPs be shared with your thesis committee. However, we encourage you to do so, as committee members can provide helpful professional advice and mentoring. If you choose to share your IDP with your committee, list your professional/career development goals for the upcoming year. Such goals can include, for example, increasing/enhancing knowledge on a specific research topic or technique of interest to you, enhancing leadership/mentoring skills, improving oral or written presentation skills, participating in career development activities or developing career direction plans, etc.

4. If you choose to share your IDP with your committee, please list career development goals that have gone well during the past year plus areas of difficulty or obstacles that you have encountered. What resources would be helpful to you in order to meet your goals? What help/advice do you need from your committee members?

5. For students in their 5th year or beyond, have plans been formulated for professional development after graduation? Have steps been taken to arrange a post-graduate professional position?

To be filled out by the Committee Chair at the committee meeting. The Chair should be someone other than the student’s PI.

6. Is the student making satisfactory progress? If not, please expand.

7. Are adjustments to the student’s project or approach warranted?

8. For students in their 5th year or beyond, has an approximate defense date been established? If so, please describe research that needs to be completed before the defense.