

### **Summary of Thesis Committee Meeting and Scholarly Activities**

*The student should complete the following after each (at least) annual Thesis Committee Meeting. Once the advisor has approved this summary, the document should be shared with all members of the Thesis Committee as well as the Graduate Program Director (Brian Link) and Program Coordinator (Amy Ludwig-Kubinski).*

**Dates of Previous Committee Meeting(s):**

**Date of Committee Current Meeting:**

**Members Present:**

**Summary of Meeting:**

*Briefly describe the presentation and discussion (usually half of a page). For the first (Qualifying exam) and second (presentation of Dissertation Proposal) Committee Meetings, please include the qualifying proposal and dissertation proposal documents, as well as copies of the completed and signed Graduate School forms.*

**Goals and Plans:**

*Briefly describe immediate planned experimentation and analysis to be achieved before the next Thesis Committee meeting or other time points (typically half page).*

**Scholarly activities:**

**•Internal activities**

*List the dates and titles of presentations, on campus courses taken, participation in data/journal clubs and RCR (Responsible Conduct of Research) sessions.*

**•External activities**

*List dates of meetings/conferences attended; presentations (poster or talk); off campus courses taken.*

**•Abstracts/Manuscripts/Papers:**

*List Conference Abstracts, Manuscripts in planning, preparation or submitted and Papers published.*

**•Fellowships/Grants:**

*List Fellowships/Grants applied for/received.*

**Extracurricular activities:**

*List participation in student governance organizations, outreach, career-building activities, etc.*

**Long-term Career Goal(s):**

*Very briefly describe current career goals and possible endeavors to achieve them. This is more of a conversation starter to help shape training. Students early in training may not know and certainly goals can and likely will change with advancement.*