

# Pathobiology Annual Thesis Committee Meeting Report

**Instructions** Thesis committee meetings are required annually and include documentation of research and training progress. During the meeting the student and PI will meet individually with the committee to provide an opportunity for the PI and student to discuss the mentoring relationship and any share any concerns with the committee confidentially. Students should complete the first part of this form and distribute to the committee at least 3 days prior to the meeting date. The thesis committee chair is responsible for completing the form after the meeting to document committee recommendations and evaluate progress. The committee chair will also sign the form on behalf of all committee members and email a copy of the entire meeting report to Michele Welindt ([Michele Welindt@brown.edu](mailto:Michele.Welindt@brown.edu)), the DGS(s), the Advisor, and the student.

## To be completed by the Student

Student Name  Meeting Date

Preliminary Exam Status  Completed  Planned, Date:

Thesis Committee Members:

Advisor

1. Briefly summarize (1 paragraph) project aims and research progress since last meeting.

2. Dissemination of results over past year- include publications, submitted manuscripts, submitted grants, attendance at conferences, contributed or invited talks or posters.

3. List Honors and Awards.

4. Please list professional development activities. Include workshops attended, service activities, departmental/program committees, etc.

5. Have you encountered any unexpected difficulties with your research or training that you would like to discuss with your committee? Please indicate if your progress fell short of your own personal expectations and goals.

**To be completed by the Committee Chair**

Assessment:	Strong	Adequate	Needs Work
Clearly stated aims & hypotheses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Familiarity with relevant literature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Critical thinking about problem & approach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality & quantity of experimental/theoretical work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clarity of presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Summarize committee discussion including positive aspects of the student's work as well as areas that need improvement and recommendations for specific goals for next year.

Were training and career goals discussed at this meeting? If so, describe actions student should take to work towards their career goals.

Did the student meet with the committee without their advisor present?  Yes  No

*\*If concerns about mentoring and/or lab environment were raised by the student, please send a separate email to the DGS(s) summarizing concerns & committee response.*

Overall Assessment of Student Progress  
Good

Recommended Date for Next Meeting

*\*If overall assessment is not satisfactory, please attach a plan for remediation.*

By my signature, I confirm agreement of committee members of this evaluation.