

Thesis Advisory Committee Meeting Report

Student's Name: _____ Date of meeting: _____

STUDENT'S PROGRESS

(Page 1 to be completed by the student and distributed to the Thesis Advisory Committee at least 1 week prior to the meeting– see page 4 for student responsibilities)

Courses / independent study completed since last meeting and grade:

Student progress since last meeting:

Six-month research plan:

COMMITTEE'S EVALUATIONS OF STUDENT'S PROGRESS

(to be completed by supervisor)

Evaluation of student's research progress and future plan

Attach an additional page if necessary.

Evaluation of student's background in their field of study

Give a list of topics the student was questioned on and the areas where the student's understanding was found to be deficient. Attach an additional page if necessary.

COMMITTEE'S EVALUATIONS OF STUDENT'S PROGRESS

(to be completed by supervisor)

Courses to be completed or independent study required for next meeting

Include a list of topics the student will be tested on at the next meeting

Date of next meeting: _____

Supervisor(s)

_____ Name _____ Signature

_____ Name _____ Signature

Committee Member(s)

_____ Name _____ Signature

_____ Name _____ Signature

Student

_____ Name _____ Signature

Graduate Coordinator

_____ Name _____ Signature

Thesis Advisory Committee Meetings Guidelines

Supervisory Committees should meet at least twice a year during the thesis research period and more often in the writing stages of a student's program. See the following table for the suggested meeting scheduling. If the minimum number of committee meetings have not occurred to by the end of May, the student must submit in writing the reason why these meetings have not occurred and a timeline for when they will take place.

Student's responsibility

At least **1 week prior** to the meeting the student must complete the following:

- 1) Complete page 1 of the Thesis Advisory Committee Meeting Report
- 2) Book a room and if necessary, a laptop and data projector from the Office
- 3) E-mail all Committee members a confirmation of the time and date of the meeting and distribute a copy of the completed pg.1 along with a copy of the full report from the previous meeting.

Suggested schedule for committee meetings

MSc	Start MSc in Sept	Start MSc in Jan	Purpose of meeting
1st meeting	May	May	Student presents proposed thesis and background reading.
2nd meeting	Oct. of 2nd year	Oct. of 1st year	Discuss research progress
3rd meeting	May of 2nd year	May of 2nd year	Discuss research progress
4 th meeting	during writing stage	during writing stage	Discuss thesis

PhD	Sept PhD in Sept	Jan start PhD in Jan	Purpose of meeting
1st meeting	Dec	May	Discuss expectations for student's program and next meeting
2nd meeting	May	Dec	Comprehensive testing of student's background, discuss expectations for Preliminary Exam
3rd meeting	Dec of 2nd year	May of 2nd year	Preliminary Exam
4th meeting	May of 2nd year	Dec of 2nd year	Follow-up testing to Preliminary Exam
Meetings are held twice a year thereafter			