

Department of Biological Sciences Graduate Programs in EE and MCDB

Student Annual Report

Student's Name			
Graduate Program	EE	MCDB	Other:
Dissertation Advisor			
Dissertation Coadvisor (if any)			
Committee Chair			
Committee Member			
Committee Member			
Outside Committee Member			
Date of This Meeting			
Date of Last meeting			
Date of Last Departmental Seminar			
Will this be an Overview meeting?	Yes	No	
Are you preparing to defend your thesis before your next meeting?	Yes	No	

This report must be completed by the student and sent by e-mail to your committee members at least one week before the committee meeting. It will be used to update your student file which summarizes what you have achieved so far as a graduate student; this file will be e-mailed to you and the members of the committee before the meeting. You can request a print out of your file at any time by asking Cathy Barr or the DGS.

At least **one week before the meeting** you must also submit this form to each of your committee members along with a 3-5 page report updating your progress from the last time your committee met and outlining your goals for the next 12 months. If this is to be an Overview Meeting (at which your committee considers whether you are to be entered for candidacy for the PhD degree), then you must also submit a written Dissertation Prospectus; you must discuss with your committee before your meeting the exact format they expect for this. You must also obtain the appropriate forms from Cathy Barr and bring them to the meeting to be signed.

Detailed instructions are located on the last page of this form.

Publications

List any scientific papers you have developed over the last 12 months and indicate its 'Status' as:.

- PREPARE In preparation for submission before the next meeting
- REVIEW Submitted for publication but not accepted for publication
- PRESS Accepted for publication, but not in print
- PRINT Published, either in electronic or print form
- REJECT Rejected for publication

Status	Title	Authors	Journal, Issue, Date

<attach additional sheets if needed>

Fellowships and grants

List any fellowships or grants you have developed over the last 12 months and indicate its 'Status' as:.

- PREPARE In preparation for submission before the next meeting
- REVIEW Submitted for funding but still in review
- FUND Funded period
- REJECT Rejected for funding

Status	Funding body	Fellowship/Grant Title	Date applied	Total award period

<attach additional sheets if needed>

Meetings, seminars, posters

List all meetings attended and seminars given since your last committee meeting and indicate 'Role' as:

- SPEAKER Gave a seminar, provide the title
- POSTER Attended a meeting and presented a poster, provide the title
- ATTEND Attended a meeting, but did not make a public presentation

Date	Meeting/Seminar details	Role

<attach additional sheets if needed>

Teaching and mentoring

List the classes you have acted as a TA for since your last meeting. Describe any teaching activities such as generation of problem sets, or development of lectures or lab exercises.

Semester	Class number	Class Name	Teaching Activities

<attach additional sheets if needed>

Students enrolled in the Teaching Minor should indicate their progress here.

If you have mentored any undergraduates in their research efforts, list their names, the dates you supervised and provide a brief account of your activities.

List any other activities or awards since your last meeting not mentioned above.

Research Summary

In addition to the 3-5 page account of your research to be provided to your committee, this ~1 page section provide a concise summary of your previous and proposed research.

List research accomplishments since your last meeting

Specifically address short-term and long-term goals proposed at your last meeting

List any major problems since your last meeting

Describe factors that influenced your ability to accomplish your goals from last meeting

List any changes since your last meeting

Describe any factors you wish to discuss with your committee

Short-term (1-3 months) research goals and objectives

Describe specific plans for the next several months. Be specific and realistic.

Long-term (4-12 months) research goals and objectives

Describe specific plans for the next 4-12 months. Be specific and realistic.

Professional goals and objectives

Describe career development plans for the next year. This is especially important for those in their third year and beyond.

Instructions for this form

Overview

This report must be completed by the student and sent by e-mail to your committee members **at least one week before the committee meeting**. It will be used to update your student file which summarizes what you have achieved so far as a graduate student; this file will be e-mailed to you and the members of the committee before the meeting. You can request a print out of your file at any time by asking Cathy Barr or the DGS.

At least one week before the meeting you must also submit this form to each of your committee members along with a 3-5 page report updating your progress from the last time your committee met and outlining your goals for the next 12 months. If this is to be an Overview Meeting (at which your committee considers whether you are to be entered for candidacy for the PhD degree), then you must also submit a written Dissertation Prospectus; you must discuss with your committee before your meeting the exact format they expect for this. You must also obtain the appropriate forms from Cathy Barr and bring them to the meeting to be signed.

Timing

The meeting will be automatically scheduled at the beginning of the year to take place at 1:00 pm on the same day as your research seminar. The DGS and GPA (Cathy Barr) must be informed of any change in the date. Meetings are to be held annually, beginning in the fall of the second year (in preparation for the comprehensive exam).

Overview meeting

The overview meeting is an important milestone for graduate students. Here, the student presents a prospectus of the work that will constitute the dissertation research. This provides a roadmap for completion of the degree. If this is an Overview Meeting you must also submit a Dissertation Prospectus. Your outside member must be present for an Overview Meeting, unless permission for them to be absent has been given by the Assistant Dean for Graduate Studies. It is the responsibility of your Advisor to request such permission.

Research goals and objectives

Specific short-term (1-3 months) and long-term (4-12 months) goals should be provided in the research summary. These may be modified by your committee during your meeting. In your list of accomplishments, you should specifically describe how you addressed each of the short-term and long-term goals established in your last meeting. If your committee deems your progress since the last meeting to be below expectations, you will be asked to schedule a meeting in six month's time to provide feedback on your progress.

Professional goals and objectives

Graduate school provides research training and preparation for your career. Career development requires active attention from the student in building skills, knowledge and contacts necessary to succeed. Student should indicate their professional goals (e.g., attend meetings, develop a teaching portfolio, search for a post-doc) for the upcoming year. A visit to MyIDP may assist (<http://myidp.sciencecareers.org/>; see the web site under Career Development).