

APPENDIX F

**Graduate Student Research Committee
Progress Report – Advisor Version**

Instructions: To be completed by Advisor. Advisor signature required.

Student: Retain copy for yourself; distribute copies to committee; submit original to Graduate Program Administrator.

PRINT CLEARLY

TO BE COMPLETED BY STUDENT

STUDENT: _____

MEETING DATE: _____

Program & Year entered: _____

Return this form **no later than 1 week**
after meeting is held.

RESEARCH ADVISOR:

RESEARCH COMMITTEE MEMBERS:

DATE OF LAST COMMITTEE MEETING: _____

(The Committee is required to meet at least once a year.)

TO BE COMPLETED BY ADVISOR

1. a. State the long term overall objective of the student's research efforts:

b. Has this changed since the last meeting? If so, how?

2. What has the student accomplished in research (in total or since the last meeting/advisory session)? How does this compare with the goals set (i.e. more, less, or change of direction makes quantitation difficulty)?

3. What are the goals for the coming semester (or year)?

4. List any specific recommendations regarding direction of research and/or formal coursework:

5. List recommendations for improvement in: (a) the student's performance and/or (b) faculty guidance.

6. Should a committee meeting session be scheduled sooner than a year from now?

YES _____ How soon? _____ (# months) No _____

7. Doctoral Candidates Only:

a) Qualifying Examinations:

Oral Proposal Defense, date passed or scheduled: _____

Oral Exam, date passed or scheduled: _____

b) Has student met conference presentation requirement?

Conference attended, type of presentation, and date: _____

c) Has student met manuscript submission requirement? _____

Submitted to: _____

8. Give an estimated date of when the student will defend dissertation/thesis: _____

9. COMMENTS:

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In fulfilling the role of advisor/member of the research committee, progress toward the completion of the dissertation/thesis and other degree requirements has been discussed with the student. The student has also been reminded that another meeting must be scheduled within _____ months of this date.

Advisor's Signature Date

Student's Signature Date

RETURN SIGNED ORIGINAL TO: Biology Graduate Program Administrator