



PHD STUDENT COMMITTEE MEETING REPORT

PhD students are required to meet with their committee and submit a PhD Student Committee Meeting Report at least twice annually, but it is recommended that this occur as often as necessary to facilitate adequate program progression. It is the student's responsibility to initiate the scheduling of meetings. Failure to submit committee meeting reports to the Graduate Office may result in failure to qualify for internal awards, failure to achieve degree candidacy, and/or suspension from the degree program. Students should complete sections A, B1, and C prior to the committee meeting (the form can be updated from previous meetings). Students are required to bring copies of all past Meeting Reports to subsequent meetings.

Student Name:	Date of Meeting:
Student Number:	Purpose of Meeting:
PhD Year:	Proposed Month/Year of Next Meeting:

A. PhD MILESTONES (complete table up to your current year)

Yearly Milestones	Due Date	Achieved? If not (and the deadline has passed) indicate why.
PhD 1 Submit Outside Project form Start major thesis research	January, second Monday Winter session	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
PhD 2 Complete outside project (grade due 1 week later) Submit signed Supervisory Committee form	April, last Monday May, second Monday	<input type="checkbox"/> Yes (Mark received:) <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
PhD3 Submit proposal to committee Proposal approval meeting (and submit signed proposal approval form) Achieve candidacy (all coursework completed, including outside project but excluding thesis)	January, second Monday May, second Monday August 31	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No

PhD 4 Submit reading list to committee Reading list exam approval (and submit signed form)	September, last Friday January, second Monday	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
PhD 4+ Submit thesis to committee Committee approval of thesis (and submit signed thesis approval form)		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No

The current committee can provide appropriate guidance and expertise to oversee this project:

Yes No

If no, please describe remedial measures to be taken:

B. OTHER COURSE REQUIREMENTS

B1. Please indicate courses completed to date and grade received. Please note that it is expected that PhD students complete all course work requirements in the first 3 years of their program, exclusive of the proposal and reading list defense (PSY4000).

Professional Psychology (PSY3001) Yes No

Advanced Statistics (PSY2002) Yes (Mark received:) No

Content course #1 (Topic & course code: _____) Mark received:

Content course #2 (Topic & course code: _____) Mark received:

Any extra course(s) (Topic & course code: _____) Mark received:

B2. Are additional courses recommended by the committee?

Yes No If yes, please itemize below:

C. OTHER ACCOMPLISHMENTS

Please briefly describe any publications and/or presentations that have occurred since the last meeting.

D. RESEARCH PROGRESS Expectation: The student acquires the knowledge and skills necessary to carry out independent research.	Excellent	Very good	Satisfactory	Below average*	Cannot assess – n/a
General knowledge – knowledge and understanding of general principles and fundamentals of the area of research					
Specific knowledge – knowledge and understanding of the specialized topics in the specific area of research					
Technical skills – overall competence in techniques required for the research project (i.e., experimental design, data analysis, laboratory skills)					
Analytical skills – overall competence in analyzing and interpreting the results of an experiment					
Ethical knowledge – knowledge of the ethical issues relevant to the area of research (i.e., human subjects, animal models, etc.)					
Ethical attitudes – commitment to the importance of absolute objectivity and honesty in the conduct and reporting of research					
Recent progress – progress since last committee meeting					
Overall progress – progression towards <u>final</u> degree completion					
*Please provide detailed comments on any of the areas above that were identified as below average that require improvement:					
What are the specific goals for the student before the next committee meeting?					
E. LANGUAGE AND PRESENTATION SKILLS Expectation: The student can adequately present and defend the thesis work in a formal setting.	Excellent	Very good	Satisfactory	Below average*	Cannot assess – n/a
Presentation of research, and ability to defend and discuss the presentation in an articulate and polished manner					
Writing of report suitable for publication in a peer reviewed journal					
*Please provide detailed comments on any of the areas above that were identified as below average that require improvement:					
If the student's written communication skills require remedial attention, indicate the remediation plans:					

Signatures on this form are required. It indicates all members' agreement to the statements therein.

Committee member name (please print clearly)	Committee member role (supervisor, co-supervisor, committee member)	Signature

Signature of Student: _____

*Students should keep a copy of this form for their records.
It is the student's responsibility to copy this form before submitting it to the graduate office.*

Please deliver the original signed form to the graduate office within 2 weeks of the meeting date. It will be reviewed by the Graduate Director, who may contact the student and committee members to address any issues identified.

FOR GRADUATE OFFICE REVIEW:

Name of Graduate Director: _____

Signature of Graduate Director: _____

Date: _____

Recorded in ROSI & spreadsheet Date: _____