

Training Program 6-month Committee Meeting Report

Trainees are expected to schedule and meet with their committee every 6 months.

Student Name: _____

Student Signature: _____

Date of Meeting: _____

Committee Chair: _____

Major Advisor: _____

QE expected and/or actual date(s): _____

Tentative Dissertation Title: _____

Committee Chair should fill in the required elements of this worksheet.

At the end of the meeting, the trainee should exit while the committee discuss the trainees progress, fill in the ranking sheet and add any additional goals below.

At the conclusion of the committee meeting, the student will return and be given a copy of this worksheet. Also, this will be given to major advisor & copied to track director, or administrative assistant, to keep on record.

Explanation of rankings:

- ✓ **Exceed Expectation:** Student goes above and beyond normal expectations of graduate work.
- ✓ **Meets Expectations:** student meets the requirements.
- ✓ **Somewhat Meets Expectations:** Student meets some of the requirements but has a limited understanding in some areas. Student needs to work on an aspect of the project.
- ✓ **Does Not Meet Expectations:** Student has no understanding of requirements or area of research.

	Exceeds Expectations	Meets Expectations	Somewhat Meets Expectations	Does Not Meet Expectations
Student demonstrates an understanding of research project.				
Student has formed a good hypothesis and experimental plan.				
Student is making progress toward gathering experiment results.				
Student is making progress towards publications.				

Overall				
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The committee and trainee agreed on the following goals/research priorities:

1.

2.

3.

Additional Comments/feedback:

Committee Members Present:

Name	Signature	Date

(Major Advisor)

Name	Signature	Date

(Committee Chair)

Name	Signature	Date