Name of Student: Click or tap here to enter text.

Name of Ph.D. Advisor: Click or tap here to enter text.

Date of last meeting: Click or tap here to enter text.

**PRE-ADVISORY MEETING REPORT**

**STUDENT SUBMITS TO COMMITTEE ONE DAY BEFORE MEETING**

1. Briefly describe the overall scientific goal of your project.

Click or tap here to enter text.

1. List recommendations from the last Advisory Committee meeting.

Click or tap here to enter text.

1. Summarize progress toward the research goals listed from the last Advisory Committee meeting. Include problems encountered and changes in plans (if any) as well as successful experiments. List publications, grants, conference presentations, workshops attended, etc. since last meeting.

Click or tap here to enter text.

1. Outline your research priorities and experimental plans for the coming six months.

Click or tap here to enter text.

1. Is a career development plan due for this meeting? If so, please attach. A career development plan needs to be presented every other Advisory Committee meeting or 12 months.

Yes:

No:

1. What is the approximate date you expect to graduate?

Click or tap here to enter text.

1. Are there any other items you would like to discuss with the Advisory Committee?

Click or tap here to enter text.

**POST-ADVISORY MEETING REPORT**

**STUDENT COMPLETES AFTER MEETING AND SUBMITS TO ADVISOR[[1]](#footnote-1)**

1. What recommendations were made regarding your research to be acted on by the next Committee meeting?

Click or tap here to enter text.

1. Based on the Committee recommendations, list any changes to your research priorities and experimental plans (next six months) that you described in the pre-advisory meeting form.

Click or tap here to enter text.

1. Are there any areas or skills that you feel need strengthening as part of your scientific training, to prepare you for your future career?

Click or tap here to enter text.

1. The signed committee report form, the student’s pre- and post-meeting forms, and the student’s career development plan (if appropriate) should be submitted to the Department office and the College of Graduate Studies either by email or hardcopy. [↑](#footnote-ref-1)