

SUPERVISORY COMMITTEE MEETING REPORT

SGS POLICY: Students must meet ANNUALLY with their supervisory committee.

The committee must consist of 3 members: the thesis supervisor and two other faculty members with graduate appointments. Please note that while it is mandatory to conduct at least one meeting a year, either the committee or the student may ask to schedule another meeting at any given time.

Part I: To be completed by student

Student Name

Student #

Supervisor(s)

Committee members

Thesis Title

1. Meeting Information:

Committee Meeting Type

Date

In Attendance:

Part II: To be completed by supervisor

2. Please list materials circulated in advance of the meeting (please be specific):

3. Committee Recommendations (use back of sheet if necessary):

Please provide specific information about the student's progress in the program and/or performance during the Area Exam/Second Year Presentation.

4. Evaluation of Student's Progress Towards Completion of Thesis:

Please rank the student's progress in the following categories using a score from 0-10 (0 begin the worst)	Range											Specific Comments/Concerns
	0	1	2	3	4	5	6	7	8	9	10	
Quality of Research Project												
Understanding of the Literature												
Presentation Skills												
Quality of Writing												
Independence & Work Ethic												
Analytical Skills												

5. Overall Progress since last meeting (check one):

Satisfactory		Satisfactory, but project has problems		Unsatisfactory	
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*One "Unsatisfactory" rating will result in a meeting with the Associate Dean. A second "Unsatisfactory" rating may result in a recommendation to terminate candidacy.
Note: a rating of "Unsatisfactory" implies poor performance in the majority of the categories listed above.*

Has the student addressed the concerns/suggestions from previous meeting(s)?

Yes

No

NA

Please describe any ongoing (or new) concerns:



If any concerns were raised, please specify your expectations of the student and the date by which they must report back or satisfy the concerns set out above:

Date:

Supervisor's signature:

Committee members' signatures
(if applicable):

Student's signature:

Students must return the completed form to the Graduate Office, and keep a copy for future meetings.

Graduate Coordinator's signature

Entered on ROSI

Date