

# ANNUAL BCBP THESIS COMMITTEE FORM

## Instructions for the Committee Chair:

- 1) The Chair should record the information in **Questions 1-5** (names, date).
- 2) Before the start of the meeting, while the student is temporarily excused from the room, the committee may have an executive session for a brief discussion with the advisor.
- 3) Fill out the rest of the form at the end of the meeting. Ask the student to leave the room temporarily while you complete the form in consultation with the other committee members (the student may remain in the room at the committee’s discretion). Please be frank in evaluating the student’s progress, strengths, and weaknesses.
- 4) Once the committee completes **Questions 6-13**, the thesis advisor should leave (the other committee members may stay or leave).
- 5) Discuss evaluation with the student, who should be able to ask questions or express any concerns. Complete with the student **Questions 14-17**.
- 6) Click the **submit** button.

\* Required

\* This form will record your name, please fill your name.

## GENERAL INFORMATION

1. STUDENT NAME \*

2. DATE OF MEETING \*



3. RESEARCH ADVISOR \*

4. COMMITTEE MEMBERS IN ATTENDANCE \*

5. CHAIR OF COMMITTEE \*

## COMMITTEE INPUT (Questions 6-13)

6. Progress since last thesis committee meeting (or for current stage if no prior meeting): \*

- Very Good/Excellent
- Good
- Cause for concern to committee

7. Knowledge of the relevant scientific literature: \*

- Very Good/Excellent
- Good
- Cause for concern to committee

8. Thinks critically about the project, explains the connection between the research project and the big picture. \*

- Very Good/Excellent
- Good
- Cause for concern to committee

9. Demonstrates initiative and motivation to move the project forward: \*

- Very Good/Excellent
- Good
- Cause for concern to committee

10. Is the student on track to graduate in 5 years? \*

- Yes
- Probably
- Maybe
- No
- Too soon to say

11. Does the student have a publishable story or at least the beginnings of one? \*

- Yes
- Probably
- Maybe
- No
- Too soon to say

12. When should the student have another committee meeting? \*

- 3 months
- 6 months
- 9 months
- 12 months

13. Summarize the committee's concerns and/or suggestions for improvement (if any) in a few sentences.

\* [If there are concerns from the research advisor about motivation, work ethic, or technical competence on the bench, note them accordingly.]

\*\* [If this is the last thesis committee meeting and the student is permitted to write the dissertation and schedule a thesis seminar date, affirm below.] \*

## STUDENT INPUT (Questions 14-17)

14. Has the student participated in a conference, workshop or explored career possibilities during the past year? \*

Yes

No

15. Has the student participated in at least one Responsible Conduct in Research (RCR) training, Scientific Rigor and Responsibility (SRR) training, or lab meeting in the past year? \*

Yes

No

16. Has the student updated the Individual Development Plan (IDP) or discussed it with the research advisor in the past year? \*

Yes

No

17. Summarize the student's concerns and suggestions (if any) about how the committee can help. \*

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