## *Cell and Molecular Biology Graduate Group Thesis Committee Meeting Evaluation*

*This form must be completed after each thesis committee meeting and returned to the CAMB office signed by the*

*Thesis Committee Chair. Please refer to the* [*Thesis Committee Responsibilities and Expectations Document*](http://www.med.upenn.edu/camb/user_docs/CAMBThesisCommitteeResponsibilities3.15.17.pdf)

*Please remind committee: Respect student confidentiality on mentorship concerns. If such concerns are raised without the thesis advisor present, do not share with the mentor. With student permission, bring concerns to program chair and/or graduate group chair.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Student’s Name:* | *Year:* | *CAMB Program:* | *Advisor:* | *Committee Chair:* | *Committee members:* |
|  |  |  |  |  |  |

|  |  |
| --- | --- |
| *Meeting Date:* |  |

*PhD*  *MD/PhD*  *VMD/PhD*

*A brief progress report must be sent to the committee and CAMB office one week prior to the meeting.*

**Rank the student’s performance in each of the following areas:**

1(excellent) 2(very good) 3(good) 4(poor) 5(unsatisfactory)

|  |  |
| --- | --- |
| Written progress report |  |
| Oral presentation |  |
| Project design |  |
| Productivity (for stage of training) |  |
| Data quality |  |
| Ability to interpret data |  |
| Grasp of literature |  |
| Clarity of future plans |  |

**Briefly summarize the project – what are the major questions and approaches?**

**Describe the progress since the last meeting.**

a. Is the Committee satisfied with the student's progress? Yes  No

b. If not, then why not? If progress has been insufficient, what steps need to be taken to rectify the problem?

**List the Committee’s recommendations regarding the tasks/goals to be completed before the next meeting.**

**Describe the status of publications. Is it expected that a first-author paper will be submitted within the next 12 months?**

**Were postgraduate career plans discussed (for 4th year and later students)?** **Yes  No**

*Comments*

**Please summarize any other concerns below. If no concerns, write “none”.**

**When should the next committee meeting take place?**

*Please use additional space/and or pages as needed*

**Additional Requirements**

[**Lab notebooks**](https://www.med.upenn.edu/bgs-rcr-exdes/case-study-module-1.html)**:**

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**Were the student’s notebooks reviewed?  *Yes  No***

**Are they in an appropriate format?  *Yes  No***

**Were improvements suggested by the committee?  *Yes  No***

[**RCR/SRR Requirements:**](https://www.med.upenn.edu/bgs-rcr-exdes/)

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**During the past year did the student participate in at least one RCR-focused lab meeting?  *Yes  No***

**And at least one SRR-focused lab meeting?  *Yes  No***

**Did the student address required aspects of Scientific Rigor and Reproducibility in the progress report and presentation to the committee, including relevant Biological Variable (sex, age, weight, health conditions, etc) and Authentication of Key Resources (cell lines, specialty chemicals, antibodies and biologics) that had not been addressed in previous thesis committee meetings?  *Yes  No***

[**IDP**](https://www.med.upenn.edu/bgs/idp.shtml)

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**Did the Student complete an IDP, inclusive of a meeting with the mentor to discuss, in the past year? *Yes  No***

**Signature of thesis committee chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

DK rev 5.18.23