

## MCRO THESIS COMMITTEE MEETING PROGRESS REPORT

Student: \_\_\_\_\_

Committee Chair: \_\_\_\_\_

Advisor: \_\_\_\_\_

**Directions:** Take this form to all committee meetings. Have your committee Chair complete his or her record of the meeting, overall assessment, and comments/recommendations. Discuss the meeting summary with your Chair to ensure you understand the committee's advice. Sign and return the original form to the Student Services Specialist after each meeting and keep a copy for yourself. **You are required to have at least one committee meeting every twelve months.** However, it is in your best interest to have meetings more frequently.

### Committee Meeting 1

Date: \_\_\_\_\_

*Topics covered (check):* Mentor concerns (student absent) \_\_\_\_\_ Student concerns (mentor absent) \_\_\_\_\_  
Research \_\_\_\_\_ Publications \_\_\_\_\_ Career goals \_\_\_\_\_

*Overall assessment (check one):* Exceeds expectations \_\_\_\_\_ Meets expectations \_\_\_\_\_ Below expectations \_\_\_\_\_  
(If Below expectations, then inform Director of Graduate Studies)

*Next meeting in (check one):* 3 months \_\_\_\_\_ 6 months \_\_\_\_\_ 9 months \_\_\_\_\_ 12 months \_\_\_\_\_

**Comments/Recommendations (Attach additional page if necessary):**

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Signatures: Chair: \_\_\_\_\_ Student: \_\_\_\_\_

**Committee Meeting 2** (usually oral prelim exam and topic approval) Date: \_\_\_\_\_

*Topics covered (check):* Mentor concerns (student absent) \_\_\_\_\_ Student concerns (mentor absent) \_\_\_\_\_  
Research \_\_\_\_\_ Publications \_\_\_\_\_ Career goals \_\_\_\_\_

*Overall assessment (check one):* Exceeds expectations \_\_\_\_\_ Meets expectations \_\_\_\_\_ Below expectations \_\_\_\_\_  
(If Below expectations, then inform Director of Graduate Studies)

*Next meeting in (check one):* 3 months \_\_\_\_\_ 6 months \_\_\_\_\_ 9 months \_\_\_\_\_ 12 months \_\_\_\_\_

**Comments/Recommendations (Attach additional page if necessary):**

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Signatures: Chair: \_\_\_\_\_ Student: \_\_\_\_\_

**Committee Meeting 3**

Date: \_\_\_\_\_

*Topics covered (check):* Mentor concerns (student absent) \_\_\_\_\_ Student concerns (mentor absent) \_\_\_\_\_  
Research \_\_\_\_\_ Publications \_\_\_\_\_ Career goals \_\_\_\_\_

*Overall assessment (check one):* Exceeds expectations \_\_\_\_\_ Meets expectations \_\_\_\_\_ Below expectations \_\_\_\_\_  
(If Below expectations, then inform Director of Graduate Studies)

*Next meeting in (check one):* 3 months \_\_\_\_\_ 6 months \_\_\_\_\_ 9 months \_\_\_\_\_ 12 months \_\_\_\_\_

**Comments/Recommendations (Attach additional page if necessary):**

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**Signatures: Chair:** \_\_\_\_\_ **Student:** \_\_\_\_\_

**Committee Meeting 4**

Date: \_\_\_\_\_

*Topics covered (check):* Mentor concerns (student absent) \_\_\_\_\_ Student concerns (mentor absent) \_\_\_\_\_  
Research \_\_\_\_\_ Publications \_\_\_\_\_ Career goals \_\_\_\_\_

*Overall assessment (check one):* Exceeds expectations \_\_\_\_\_ Meets expectations \_\_\_\_\_ Below expectations \_\_\_\_\_  
(If Below expectations, then inform Director of Graduate Studies)

*Next meeting in (check one):* 3 months \_\_\_\_\_ 6 months \_\_\_\_\_ 9 months \_\_\_\_\_ 12 months \_\_\_\_\_

**Comments/Recommendations (Attach additional page if necessary):**

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**Signatures: Chair:** \_\_\_\_\_ **Student:** \_\_\_\_\_

**Committee Meeting 5**

Date: \_\_\_\_\_

*Topics covered (check):* Mentor concerns (student absent) \_\_\_\_\_ Student concerns (mentor absent) \_\_\_\_\_  
Research \_\_\_\_\_ Publications \_\_\_\_\_ Career goals \_\_\_\_\_

*Overall assessment (check one):* Exceeds expectations \_\_\_\_\_ Meets expectations \_\_\_\_\_ Below expectations \_\_\_\_\_  
(If Below expectations, then inform Director of Graduate Studies)

*Next meeting in (check one):* 3 months \_\_\_\_\_ 6 months \_\_\_\_\_ 9 months \_\_\_\_\_ 12 months \_\_\_\_\_

**Comments/Recommendations (Attach additional page if necessary):**

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**Signatures: Chair:** \_\_\_\_\_ **Student:** \_\_\_\_\_

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**Committee Meeting 6**

Date: \_\_\_\_\_

*Topics covered (check):* Mentor concerns (student absent) \_\_\_\_\_ Student concerns (mentor absent) \_\_\_\_\_  
Research \_\_\_\_\_ Publications \_\_\_\_\_ Career goals \_\_\_\_\_

*Overall assessment (check one):* Exceeds expectations \_\_\_\_\_ Meets expectations \_\_\_\_\_ Below expectations \_\_\_\_\_  
(If Below expectations, then inform Director of Graduate Studies)

*Next meeting in (check one):* 3 months \_\_\_\_\_ 6 months \_\_\_\_\_ 9 months \_\_\_\_\_ 12 months \_\_\_\_\_

**Comments/Recommendations (Attach additional page if necessary):**

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**Signatures: Chair:** \_\_\_\_\_ **Student:** \_\_\_\_\_

**Committee Meeting 7**

Date: \_\_\_\_\_

*Topics covered (check):* Mentor concerns (student absent) \_\_\_\_\_ Student concerns (mentor absent) \_\_\_\_\_  
Research \_\_\_\_\_ Publications \_\_\_\_\_ Career goals \_\_\_\_\_

*Overall assessment (check one):* Exceeds expectations \_\_\_\_\_ Meets expectations \_\_\_\_\_ Below expectations \_\_\_\_\_  
(If Below expectations, then inform Director of Graduate Studies)

*Next meeting in (check one):* 3 months \_\_\_\_\_ 6 months \_\_\_\_\_ 9 months \_\_\_\_\_ 12 months \_\_\_\_\_

**Comments/Recommendations (Attach additional page if necessary):**

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**Signatures: Chair:** \_\_\_\_\_ **Student:** \_\_\_\_\_

**Committee Meeting 8**

Date: \_\_\_\_\_

*Topics covered (check):* Mentor concerns (student absent) \_\_\_\_\_ Student concerns (mentor absent) \_\_\_\_\_  
Research \_\_\_\_\_ Publications \_\_\_\_\_ Career goals \_\_\_\_\_

*Overall assessment (check one):* Exceeds expectations \_\_\_\_\_ Meets expectations \_\_\_\_\_ Below expectations \_\_\_\_\_  
(If Below expectations, then inform Director of Graduate Studies)

*Next meeting in (check one):* 3 months \_\_\_\_\_ 6 months \_\_\_\_\_ 9 months \_\_\_\_\_ 12 months \_\_\_\_\_

**Comments/Recommendations (Attach additional page if necessary):**

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**Signatures: Chair:** \_\_\_\_\_ **Student:** \_\_\_\_\_