

## Annual PhD Student Advisory Meeting Report

It is the responsibility of the Thayer Doctoral Candidate and their advisor to schedule meetings with the thesis advisor, and committee after 2<sup>nd</sup> year. This should be before the start of fall term every year. The purpose of this meeting is advisory, to provide a summary of past progress and to chart goals for the upcoming year. One of these meetings should coincide with the thesis proposal as well, no later than the 3<sup>rd</sup> meeting. The student should come to the meeting with a brief outline of research activity progress to date and outlining future plans (research, papers, conferences, awards, etc). This outline should be signed by the student and advisor, and the members of the committee when available, to confirm agreement. **This form must be submitted to the Thayer PhD Program office before the start of fall term every year while registered in the program.**

Student's Name:	Meeting Date:
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<b>1) Courses completed this year:</b> (6 courses complete in 1 <sup>st</sup> year? 8-10 courses completed by 2 <sup>nd</sup> – 3 <sup>rd</sup> year?)	<b>Future courses planned:</b>
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<b>2) Conference/workshop presentations this year:</b>	<b>Future presentation goals:</b>
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<b>3) Academic Achievements</b> (awards, funding, publications, patents, etc):
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**4) Summary of meeting outline of discussions:** (1<sup>st</sup> year, can proceed to oral exam? 2<sup>nd</sup> year, set date for thesis proposal?)

**5) Satisfactory performance to date? (Yes/No):**

**6) Goals for the coming year?**

**Committee member names and signatures:**

Student \_\_\_\_\_

Signature: \_\_\_\_\_

Advisor \_\_\_\_\_

Signature: \_\_\_\_\_

*After first year (starting with 2<sup>nd</sup> meeting):*

Committee Faculty #1 \_\_\_\_\_

Signature: \_\_\_\_\_

Committee Faculty #2 \_\_\_\_\_

Signature: \_\_\_\_\_

*If thesis proposal meeting:*

External faculty committee member \_\_\_\_\_ Signature: \_\_\_\_\_

Institutional Appointment: \_\_\_\_\_