

Students in their second year and beyond, should schedule their annual spring mentoring committee (formerly research committee) meeting.

There is an updated form with guidance for your mentoring committee meeting, which you can find on the Current Graduate Students page under "Forms and Documents":

<https://physics.nd.edu/graduate/current-students/>

The new form is intended to make the meeting both more efficient and more effective. The form has been redesigned to reflect the transition from paper forms to fillable PDF. You can now fill in some information in advance, to allow you and your committee to focus on constructive discussions during the actual meeting. Otherwise, the main change is to provide some continuity between years: you will be carrying over your goals for one year to serve as a starting point for discussion for the next (of course, this first year, you do not have anything to "cut and paste" from last year!).

**Scheduling:** Please coordinate with your advisor and research committee members to schedule a time. Meetings should be scheduled for no more than 30 minutes. You should aim for the first part of the semester, preferably before spring break (otherwise, people get busy, and meetings start to slide off the calendar into the abyss that is summer...). Please review the guidance in "6.3 Scheduling the research committee meeting" of the Guide for Graduate Students:

[https://physics.nd.edu/assets/448231/21\\_22\\_guideforgraduatestudentsfinal.pdf](https://physics.nd.edu/assets/448231/21_22_guideforgraduatestudentsfinal.pdf)

Once you have found a time which works for your committee, be sure to contact Shari to notify her. She will set up calendar invites for your committee, and will work with you to ensure you have the necessary supporting materials ready for the meeting uploaded and available to you and your committee.

**Preparation:** Then, please familiarize yourself carefully with the new instructions on the first page of the meeting form. Please fill out the appropriate fields of the form in advance of the meeting, then share the partially-completed form and your CV with Shari, who will make them available to your committee via your committee's new Google Drive folder.

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## **FAQs on scheduling**

FAQ #1: Are hybrid/virtual meetings possible?

Answer: We have a lot of flexibility now. If a hybrid or virtual meeting is what makes scheduling work, then, yes.

FAQ #2 "One or more of my committee members will be unavailable, or I will be away on research, for an extended period of time. What should I do about scheduling the meeting?"

Answer: That not as much of an issue now, in the age of remote meetings. But, if a committee member is unavailable for scheduling for an extended period of time, it is much better to just go ahead and meet with the rest of your committee than to find yourself not meeting at all! (For that matter, in the extreme event your advisor is unavailable for the semester, you could just meet with your committee...)

FAQ #3 "I will be taking my oral Candidacy Exam this semester. Should I still have an actual committee meeting, as well?"

Answer: Yes! An annual spring Mentoring Committee meeting should be held regardless of any Oral Candidacy Exam. The purposes of these are nearly orthogonal. An Oral Candidacy Exam gives you a thumbs up or thumbs down on your thesis proposal. The Mentoring Committee meeting is where you get mentoring and can freely discuss opportunities and concerns (without worrying about a thumbs up or down!). Moreover, the Grad School *\*requires\** that you get annual written feedback, as part as your evaluation of good standing: you get this detailed written feedback from your mentoring committee meeting, not from the Candidacy Exam.