

## Annual mentoring committee meeting

### Guidelines for the Mentoring Committee Meeting

The committee members meet with the student and their advisor(s) annually to provide guidance and assistance to the student on their path towards becoming a professional researcher. The purpose of the meeting is to establish a relationship and to encourage regular communication between the student and the committee members.

The meeting should be an opportunity for the student to share their research accomplishments, receive feedback on the progress they have made and guidance for their future steps towards completion of their dissertation and long-term career goals. It should not be considered an exam.

Students should not be required or encouraged to prepare any additional documentation for the meeting except for pre-filling some section of the meeting form and updating their CV. The meeting should be formulated as a discussion with the student and not a one-sided student report to the committee members.

The form completed during the meeting serves as an annual written feedback for the graduate student as required by the Graduate School.

### Procedures for the Mentoring Committee Meeting

1. The out-of-field committee member should lead the discussion as the committee chair, while one of the in-field committee members (selected at the beginning of the meeting) acts as a scribe and fills out the form.
2. **Fields marked with a black border** are primarily informational and contain information that can be obtained from the previous year's form or student's CV. These should be filled out prior to the meeting by the student in consultation with their advisor(s).
3. **Fields marked with a red border** are meant for discussion and will be filled in by the scribe during the meeting.
4. The student should email the pre-filled form and their current CV to the Graduate Administrator, who will share these documents with the committee via Google Drive. As part of the feedback to the student, the committee should verify that the CV reflects student's accomplishments and provide a comments on its form and content.
5. The meeting should conclude with a **discussion between the student and committee without the advisor(s) present**. The discussion should remain confidential, unless reporting in accordance with Title IX is required, or the student requests that the discussion be shared with others (e.g., with the advisor(s) or the DGS). The purpose of the discussion is to address topics not covered by the form, e.g., relationships within the student's research group, ease of communication with the advisor, or general sense of progress in the student's research project.
6. After the meeting, the **scribe should electronically sign** the form on behalf of the whole group and email it to the student, advisor(s), committee members and the Graduate Administrator.
7. The completed form will be added to a Google Drive folder, where it will be available to the student, advisor(s), and committee members for future reference.



### Summary of the annual mentoring meeting

Date:

Student:

Advisor(s):

Committee members:

#### Student's status:

Year in the program:

What is the source of the student's funding? TA RA  External Fellowship None

*If not RA or External Fellowship, are there resources available for future RA support for the student?*

Has the required coursework been completed? Yes No

*If not, what is the expected time frame for completion of the coursework?*

Has the candidacy exam been completed? Yes No

*If not, what is the expected time frame for the **candidacy exam**?*

*If yes, what is the expected time frame for the **defense**?*

#### Research plans:

Briefly describe your research project. *If post-candidacy, how has your dissertation project evolved since the previous meeting? Have there been any major changes to the project?*

Does the thesis provide a contribution that advances human knowledge? How does this thesis advance the research field? (Update as appropriate as the thesis project develops.)

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## Research goals:

What are the **primary tasks** towards completing your thesis that you set for yourself **in the previous year**? (These should be transferred from the previous year's form for discussion.)

What progress have you made towards accomplishing these tasks?

What do you think were the most important aspects of your research progress in the past year? If you were involved in projects that are not part of your thesis work, discuss those as well.

What are the **primary tasks** towards completing your thesis that you are setting for yourself **in the coming year**? (These will be transferred to next year's form for discussion.)

Are all necessary resources available to you to reach your planned goals and maintain progress towards completion of your thesis? Please comment on the items below and discuss any additional resources that are relevant to your research project, e.g.: discussions with the advisor, other faculty, external collaborators/experts; equipment and/or software; access to research facilities, textbooks/publications, external data; funding for research-related travel / conferences; healthy work environment (office space, personal interactions, etc.), and other (please specify).

List **publications** that you coauthored that have been submitted/accepted to a **scientific journal** since the last meeting. What are the plans for you to publish in the future?

**Feedback from the committee members:**

*Pre-candidacy:* Is sufficient progress being made toward defining research directions and formulating a plan for dissertation work?

*Post-candidacy:* In light of the progress so far, does the student have a clear plan for dissertation work going forward?

What can the advisor/committee members/DGS/department do to improve/maintain the student's progress?

Would an additional mentoring meeting in the fall semester be needed?

Yes

No

*If yes, please explain why. A follow up meeting will be scheduled for the upcoming semester.*

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**Professional development:**

What **long-term career goals** are you considering (e.g., academic/industry/lab position)? How do your professional development and research project align with this goal?

In the past year, did you have a chance to **present** your research at a **conference/meeting**? Are there plans for you to attend one in the next year?

In what **schools/internships** did you participate in the last year? Are there any schools/internships that might be of interest to you in the near future?

What **fellowships** did you pursue in the last year? What is the status of your application(s)? Are there any fellowships that might be of interest to you in the near future?

**Feedback from the committee members:**

Does the mentoring committee have any recommendations for professional development opportunities that are relevant to the student's long-term goals?

**Student's CV**

Is the student's professional development accurately reflected in their CV? Is the CV appropriate for student's long-term career goals?

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**Other comments and recommendations:**

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**Final discussion without the advisor(s) present**

What else would you like to share/discuss with the committee members?

The meeting without the advisor(s) present was held:

Yes

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**Signature of the scribe**

(On behalf of the student, advisor(s) and all the committee members)

Once completed and signed by the scribe, the form must be returned to the Graduate Administrator.