

**Department of Environmental Health Sciences
Semiannual Graduate Student Committee Meetings
Suggested Committee Meeting Outline**

Students may use this as a basic outline for an Advisory Committee meeting. Your Mentor or Committee Chairperson may have more specific instructions for you.

Student's Name, Meeting Date:

Committee Members Present:

Committee Members Absent:

I. What has happened since our last meeting (date of that meeting)

- A.** List classes you've taken, fellowships you've applied for, papers you've worked on, meetings you've attended, or classes you've taught. Discuss any impacts these things have had on your progress towards your degree.
- B.** Start with a brief overview of your project. Remind your committee members of the important details about your research. A short background, the overall hypothesis and the specific aims should be discussed.
- C.** Discuss any research gains you've made either in the lab or in the field. This is also a good time to get advice on things that aren't working in lab or in the field.

II. Future Research Directions

- A.** Whatever is appropriate for your work.

III. Determine timeline for the following

- A.** Future classes to take, conferences to attend, field trips, addition of committee members, teaching assistantships, summer workshops.
 - B.** Interdisciplinary seminar, research seminar, written and oral exams, Master's By-Pass, Thesis or Dissertation defense.
 - C.** In general, make sure everyone agrees about which degree you're working towards and what sorts of requirements they have for you to get it.
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Department of Environmental Health Sciences Graduate Student Committee Meeting Report

**Student must file this completed report form with the ENH Program Director
following each Committee Meeting.**

Name of Student: _____

Date/Place of Committee Meeting: _____

Committee Members Present: _____

Committee Members Absent: _____

Student's summary of this meeting (e.g., progress on coursework and research, plans for future research, tentative scheduling of required examinations and seminars, comments/general recommendations of committee etc.):

ENH Graduate Student Committee Meeting Report:

Comments by Research Mentor:

Signature:

Comments by Committee Chair (if different than Mentor):

Signature:

Comments by Committee Member:

Signature:

ENH Graduate Student Committee Meeting Report:

Comments by Committee Member:

Signature:

Comments by Committee Member:

Signature:

Comments by Committee Member:

Signature:
