

Guidelines for preparing for a Supervisory Committee meeting

Supervisory committee meetings are required to take place **at least** once a year. These meetings are meant for the committee to evaluate the student's progress towards their thesis goals and are an opportunity for the student to receive feedback from their committee. Meetings can also take place more frequently as needed/decided by the student and/or supervisor.

It is the responsibility of the students to schedule the meeting. Typically, they should discuss potential timeframes with their supervisor and then contact their other committee members to assess availability. Using an online poll system to ascertain everyone's availability is a good approach. It is also the student's responsibility to find and book an appropriate location for the meeting to take place. A typical committee meeting will likely last 1-1.5 hours, but there could be instances where more time is required.

Approximately 1 week before the meeting, the student should distribute a committee meeting report (see below) to the committee. On the day of the meeting, the student should also make a short oral presentation (*e.g.*, PowerPoint or equivalent) to summarize/review objectives, and progress (or proposed work, etc.) at the meeting.

The report should be no longer than 4-6 pages (excluding references) and include the following components, with approximate length guidelines.

1. Statement of the research problem (1 page)

Provide a brief scientific introduction to the research problem. Provide background information that logically leads to one or more hypotheses that will be tested. Briefly describe the rationale and significance of the work to be undertaken.

2. Research objectives and approach (1/2 page)

State 1-3 specific research objectives in point form. Each objective should be a sentence of what you will learn (what data will be acquired). Following each objective, provide a short paragraph with the specific approach and expected outcomes.

3. Summary of results (3 pages)

A. Work accomplished in previous years. For each specific research aim, summarize the major results. If the work is published, give the citation.

B. Work accomplished since the last committee meeting. Organized by research aims, describe your most recent work. Figures and tables can be included and are extra to the page limits.

4. Future work (1/2 page)

In point form, list the work to be performed in the coming year. Can be broken into smaller intervals as appropriate. An overall timeline and expected finish date should also be provided.

5. References (length as needed, not included in suggested page length)

6. Updates on other aspects of your degree and research experiences (1/2 page)

Courses taken or to be taken

Awards applied for/won

Presentations

Publications

Other activities (committees, etc.)