The purpose of this form is to summarize and document the outcome of dissertation committee meetings (required at least annually), to confirm progress towards a degree and in terms of career development. The student's advisor must complete the narrative section of the report within the week following each committee meeting. The report must be signed by the student and the advisor, and copies distributed by the student to the advisory committee, the PBEE Director, and the Director of Graduate Studies.

**COMPLETE THIS REPORT IMMEDIATELY AFTER YOUR MEETING**

NAME: ____________________    DATE of MEETING: ____________

Committee Members Present at Meeting:
____________________________________
____________________________________
____________________________________
____________________________________
____________________________________

TO BE COMPLETED BY STUDENT
1. What progress have you made toward your degree during the past year? (Do not include progress recorded in last year's report.) Also, explain deviations from last year's goals.
2. Itemize the remaining requirements (e.g., aims and experiments) for your dissertation and propose a timetable for completing them. Indicate which one(s) you expect to complete during the next year.

3. List publications, including abstracts and manuscripts from the last year. Attach a copy of each publication and return with this report. Also, list any patents, invention reports, etc.

4. Briefly summarize your career goals upon obtaining a Ph.D. and what steps you have taken in the last year or will take in the coming year to meet those goals.

Please check one of the following:

- I have taken the following advanced topics course or appropriate elective course to satisfy my degree requirements: ______________________

- I have not yet satisfied this degree requirement.

TO BE COMPLETED BY CHAIR OF DISSERTATION COMMITTEE (ADVISOR)
1. Comments on student’s Individual Development Plan (IDP):
2. Comments on student’s progress on dissertation during last year:

3. Comments on student’s objectives for the next year:

4. Comments on student’s timetable for completing dissertation:

5. Considering the overall professional development of this student (e.g., presentations at conferences, publishing), is he/she making adequate academic progress? If not, explain why.
Please check one of the following:

☐ As required, the student’s individual development plan was discussed at the committee meeting.

☐ The student’s individual development plan was NOT discussed at the committee meeting.

Please check one of the following:

☐ Student is making satisfactory progress on his/her dissertation.

☐ Student’s progress on his/her dissertation needs improvement.

________________________________________________________________________

Student Signature     Date

________________________________________________________________________

Advisor Signature     Date

RETURN TO:  Angela Zhou
             Program Administrator
             Graduate Program in Population Biology, Ecology, and Evolution (PBEE)
             Office: 300A, Dental School Building