



Thesis Committee Meeting Evaluation Form

(Revised 06/2019)



Instructions: Thesis committee meetings are required twice annually, and include documentation of research and training progress. Students should complete the first part of this form and distribute to the committee prior to the meeting date. The thesis committee chair is responsible for completing the form after the meeting to document committee recommendations and evaluate progress.

To be completed by Student

Student Name	Have you filed a Program of Study? Yes No
---------------------	--

Meeting Date	Previous Meeting Date	Comprehensive Exam Status Completed Planned, Date:
---------------------	------------------------------	--

Thesis Committee Members

Chair	Member
Member	Member
Member	Member

1. Summarize 6 month goals/action plan from last meeting, and indicate whether they were accomplished, or describe progress towards those goals.

2. Summarize (1-2 paragraphs) or list of research overall research progress since the last reporting period. Include manuscripts and grants submitted and their status.

3. List scientific presentations, abstracts, and meeting attendance.

4. Describe and/or list any other educational or training activities since the last reporting period. This may include activities in professional societies, courses or workshops attended, responsible conduct of research training, your participation as a mentor or instructor, or participation in educational outreach activities.

5. Describe any significant, ongoing challenges in your research, and your plan to address the issues.

6. Summarize your research plans in the next 6 month period.

To be completed by Committee Chair

Overall Assessment of Student Progress	Recommended Date for Next Meeting
Satisfactory Marginal Unsatisfactory	

1. If Overall Assessment is *not* satisfactory, please list any outstanding committee concerns and/or recommendations for remediation as appropriate

--

2. Summarize committee discussion and recommendations for specific goals to be met during the next 6 month period.

--

3. Were training and career goals progress discussed at this meeting? If so, describe actions the student should take to work toward his or her career goals.

--

Thesis advisory committee member signatures

By my signature, I confirm agreement of this evaluation.

Chair	Chair Signature	Date
Member	Member Signature	Date
Member	Member Signature	Date
Member	Member Signature	Date
Member	Member Signature	Date
Member	Member Signature	Date

Please submit the completed form to gbsse@maine.edu