

Advisory Committee Expectations of the Graduate Student When Holding a Committee Meeting

- A. Overall goal of meeting: progress report (which includes past year's activities and plans for next year's activities).

- B. Document passed out prior to meeting:
 - a. MUST be distributed 2 weeks prior to meeting
 - b. Detail of document:
 - 1. A brief (one paragraph synopsis of overall study and goals)
 - 2. Data in form of graphs and tables of major findings of previous year.
 - 3. Enough text to explain figures and tables.
 - 4. Expanded coverage of any experiments, experimental designs, hypotheses to be tested, types of data to be collected, rationale etc. for the next year's research if not already covered in preliminary proposal; that is, if there is a change in research direction; if material is already in preliminary proposal, then a brief synopsis with a reference to pages in prelim proposal will be sufficient.
 - 5. Information on research-related activities (e.g., grants applied for or obtained, papers submitted, soon to be submitted, or published, presentations given, honors and awards received).
 - 6. A time line for major sections of the research project that can show, at a glance, where the student is in terms of fulfilling research goals.
 - 7. A timetable for the next year.

- C. A prepared presentation not to exceed 20 min., complete with figures etc., which devotes equal time to what was accomplished since last meeting and what research is planned for the next year (e.g., experimental designs, predictions, etc.). If the committee meeting coincides with a seminar presentation (e.g., Eco-lunch) and all committee members are present, then the committee meeting presentation should concentrate on future research.