

STUDENTS' ANNUAL COMMITTEE MEETINGS

The following should be thought of as an outline for your annual committee meetings. Student should fill in this outline or write a short paragraph describing their research in advance of their committee meeting, which should be distributed to their committee the day prior to the scheduled meeting.

At the meeting, once the committee has assembled, the student will be excused to permit the faculty to discuss the student's progress with the major sponsor. Then the student will present the work they have accomplished and the work they are currently pursuing, in accordance with the outline below. When necessary, the student may be excused again at the end of the meeting to permit the committee to re-evaluate the student's progress.

- 1) The question I want to answer / the goal of my research is / my hypothesis tested.
- 2) What I've accomplished thus far.
 - *The committee will be asked whether the data are convincing?*
 - *Does the committee have suggestions for improving the data or its presentation?*
- 3) What I plan to pursue.
 - *Does the committee agree this plan is justified? Interesting? Worthwhile?*
- 4) How I am pursuing those goals right now.
 - SHOW DATA (Both positive and negative).
 - *The committee will be asked whether the data are convincing?*
 - *Suggestions for improving the data or its presentation?*
 - Detail problems encountered
 - *Suggestions for overcoming these problems?*
 - *Suggestions for alternative approaches?*
- 5) Any other comments or suggestions from the committee

Your outline and the signed reports from each member of the committee should be given to the Pharmacology Department office in Room E 409. The administration will submit it to the Graduate School office. Do not submit them to the Graduate School office yourself.