

# STUDENT ANNUAL THESIS COMMITTEE MEETINGS

(updated 10.30.18)

**For students in the second and third years of graduate school, please prepare a 2-3 page written report including the following:**

- 1) The question I want to answer/the goal of my research is/my hypothesis to be 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).  
Detail problems encountered
  - ***Suggestions for overcoming these problems?***
  - ***Suggestions for alternative approaches?***

This written report should be emailed to the committee the day before the committee meeting at the latest.

**For students in the 4th year of graduate school and above:**

- 1) Research progress should be shown by **a draft of a manuscript, with a title, authors, an abstract, introduction, detailed methods, and results.** Proper statistical treatment of the data should be done and shown in the data figures. This manuscript should be sent to faculty on the Thesis Advisory Committee the day before the committee meeting. (If this is not distributed the day before, the meeting may be cancelled by the faculty.)

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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. 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. The student then meets with the committee without the advisor.

**Your research document and the signed report from the thesis advisory committee chair and the student should be given to the Pharmacology Department office in Room E-409. The administration will submit items to the Graduate School office. Do not submit them to the Graduate School office yourself.**