REPORT OF STUDENT SUPERVISORY COMMITTEE MEETING

Student’s name: __________________________ Date of Meeting: __________________________

Supervisor(s): __________________________

Supervisory Committee Members: __________________________

Committee Meeting Procedure
First, the student's PI is asked to leave the room (or arrive to the meeting late) to give the student a few minutes to speak alone with the committee about any issues or questions they would like to address. Then, students are asked to leave the room for the committee to speak alone with the PI about the student's performance in lab and any concerns that should be addressed or considered. Next, the student gives a presentation and has a discussion/answers questions from the committee about their work. After the meeting, the student is asked to leave the room again for the committee to confer and fill out the evaluation form. After filling out the evaluation, the committee chair invites the student to rejoin the meeting and the student is asked to leave the room again for the committee to speak alone with the PI about the student's performance in lab and any concerns that should be addressed or considered. Then, students are asked to leave the room again for the committee to confer and fill out the evaluation form. After filling out the evaluation, the committee chair invites the student to rejoin the meeting and the committee's evaluation is discussed with the student. From there, everyone signs the form and it is emailed along with the committee report and cover page to studentservices.mogen@utoronto.ca within 24 hours of the meeting.

Marking Scheme:

<table>
<thead>
<tr>
<th>Mark (%)</th>
<th>100-90</th>
<th>89-80</th>
<th>79-70</th>
<th>69-60</th>
<th>&lt; 60</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Excellent</td>
<td>Very Good</td>
<td>Good</td>
<td>Needs Improvement</td>
<td>Unacceptable</td>
</tr>
</tbody>
</table>

Evaluation of Student’s Progress (considering his/her stage in the graduate program):

<table>
<thead>
<tr>
<th>Background Knowledge</th>
<th>Understanding of the System</th>
<th>Initiative/ Motivation</th>
<th>Industriousness/ Effort</th>
<th>Experimental Skills</th>
<th>Progress</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Creativity</th>
<th>Critical Thinking</th>
<th>Organizational Skills</th>
<th>Communication with Supervisor</th>
<th>Quality of Report</th>
<th>Quality of Oral Presentation</th>
<th>Overall Grade</th>
</tr>
</thead>
</table>

Circle One

1. Are there any concerns about the project? Yes No
2. Are there any concerns about the student? Yes No
3. Have issues raised at previous meeting(s) been addressed? Yes No
4. Have the student and PI completed and discussed the IDP for this year? Yes No
5. On the second page is an outline of the targeted timeline for M.Sc. and Ph.D. students. Is the student’s progress on track with this timeline? Yes No
6. Was the student provided time at the beginning of the meeting to speak with the committee alone? Yes No

7. Are there any comments or action items resulting from the discussion with the student?

8. Comments on the project, the student, the student’s effort to address previous concerns, and the student’s progress relative to the targeted timeline for their degree program:
9. Specific recommendations to student:

10. Please have a discussion with the student about what graduate topic courses they are considering and offer your guidance accordingly. The list of courses that we offer is on the next page. If this is the student’s first committee meeting, please have a discussion with them about their undergraduate courses and offer your guidance about what courses may benefit them most given their background.

   Did the committee have a discussion about topic courses?  Yes  No  NA*

   *Course requirements are met

11. Courses completed:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>MMG 1021H</th>
<th>MMG 1015Y (Seminar)</th>
<th>MMG1016H</th>
<th>MMG1017H (Seminar and Topic)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1.</td>
<td>1.</td>
<td>1.</td>
<td>1.</td>
</tr>
<tr>
<td></td>
<td>2.</td>
<td>2.</td>
<td>2.</td>
<td>2.</td>
</tr>
</tbody>
</table>

Date of next meeting: ____________________________

Supervisory Committee Signatures: ____________________________

Student Signature: ____________________________

Signature of the student indicates that the student has read this report. If the student feels that this report doesn’t accurately reflect their situation, they may submit a written rebuttal that will be distributed to all committee members.

Submit this form as a PDF to studentservices.mogen@utoronto.ca and every member of your thesis committee within 24 hours after your meeting. The subject line of the email: Next Committee Meeting: March 15, 2018 @2 p.m. (or whichever date you agreed upon).

Important Notes:

1. **Marking scheme.** Committee members are urged to use this full scale & to mark students in a relation to other students at the same level. A student with an average performance compared to other students should receive marks in the “Good” range. If the meaning of any category is unclear, please consult the graduate student handbook for their definitions. A student obtaining a mark of less than 70% as their overall grade will be required to have another committee meeting within 3 months. If insufficient improvement made by this committee meeting, the student may be asked to withdraw from the program.

2. **Procedure at the end of the committee meeting.** All students are asked to leave the room at the end of the committee meeting. The student’s performance should then be discussed and the report is then completed. Upon completion, the Chair invites the student to rejoin the meeting and the committee’s opinion is explained.

3. **Our Current Graduate Topic Courses:** [http://www.moleculargenetics.utoronto.ca/topic-courses](http://www.moleculargenetics.utoronto.ca/topic-courses)

4. **Targeted Timeline for M.Sc. and Ph.D. students**