# Student Dissertation Committee Report Form

## Molecular Biophysics and Structural Biology Graduate Program

*This worksheet is intended to facilitate discussions between doctoral candidates and their Dissertation Committees, focusing on the student's progress to degree and career plans. It is intended to structure the meeting with the advisory committee in order to elicit a picture of the student's goals and the context in which those aspirations exist. It can be used to help the student, the faculty advisor, and the Dissertation Committee:*

1) *take stock of the student's accomplishments in the past year,*
2) *discuss near- and long-term plans, and*
3) *assist the student in developing a strategy for realizing those plans.*

*A conversation based on each section of this worksheet will allow the faculty advisor and dissertation committee to give advice and the student to develop specific, achievable goals for the next year.*

***To the Student:*** *Using Adobe Acrobat, please complete Parts 1-4 (as well as the names of your committee members and Chair in Section 5) and return it along with your current CV and Summary of your Progress to your dissertation committee at least two days prior to the scheduled meeting.* ***Note these document will be made available to the Evaluations and Oversight committee as a means of tracking student progress.***

***To the Chair of the Committee:*** *Using Adobe Acrobat, please a) complete section 5 in consultation with other committee members upon conclusion of the committee meeting and b) send this to the MBSB Program Coordinator, John DiRicco (JVD38@pitt.edu) who will distribute this by Docusign to obtain signatures.*

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Student Name: | Meeting Date:

Date began doctoral studies: | Anticipated date of degree completion:

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## Part 1. Progress Since the Previous Dissertation Committee Meeting

**1. Please prepare an updated copy of your CV and send this to your committee along with this form once its completed.**

**2. Summarize the progress you have made on your research project(s) since your last dissertation committee meeting in 2 – 3 pages, not including figures. Please include as part of this references for any papers that were submitted or accepted since the last dissertation committee meeting. Please also send this to your committee along with this form once its completed.**

Describe any research activities in which you have experienced or are experiencing difficulties. What factors caused or contributed to these difficulties? What assistance, resources, or mentoring might help you accomplish your research goals?

Give a brief summary of your teaching and mentoring activities in the past six months. Describe any such activities in which you have experienced or are experiencing difficulties. What assistance, resources, or mentoring might help you accomplish your teaching goals?

List any other relevant research or training-related activities in which you have participated since the previous dissertation committee meeting, including coursework, workshops, scientific meetings, presentations, etc.

## Part 2. Plans for the Coming Six Months

Describe the goals of your research project(s) over the coming 6 months. Be as specific as you need to be in order to convey your plans clearly (1-2 pp. is typical). Set a time frame for your goals that distinguishes short-term plans (to be completed within 3-4 months) from long-term plans (to be completed by the end of the 6-month period)

List publications you plan to submit (include proposed publication title, journal, and submission date):

List professional conferences you would like to attend (include proposed title and submission date for proposed presentations):

How will your doctoral studies be funded during the next 6 months (e.g., Research grant, Fellowship, Teaching Assistantship)? List fellowship, grants, or other funding applications you plan to submit (include name of award and due date):

What areas of expertise/understanding and skills would you like to develop over the next 6 months? Think broadly of what you need to be able to know and do: new areas of knowledge, new research techniques, public speaking, writing, managing teams, classroom teaching, negotiation, etc. List your plans for learning these.

List any other relevant research or training-related activities in which you plan to participate during the next 6 months, including coursework, workshops, etc.

## Part 3. Career Goals and Progress

What are your long-term career goals?

What position/job do you see as the next step toward your career goals after graduating? When do you anticipate beginning the process of obtaining that next position?

What factors are driving your career goals, plans, and decisions (e.g., interests in research, teaching, business, government, writing; geographic priorities; family commitments; financial objectives)?

What steps are you taking to enhance your ability to attain these goals? What additional training or skills would most benefit you in preparing for your desired career?

## Part 4. Final Discussion Points

*This final section is an opportunity for the student and advisor to develop action plans for the coming year and to reflect on specific actions that will help the student to be successful. It is useful to consider what is working and should continue, and what might change.*

What assistance, resources, and mentoring would help you meet your goals? What are your plans for identifying and using these resources?

What can *your advisor* continue to do to support you in reaching your specific research and professional development goals for the coming year? What should he/she do differently?

What can *you* continue to do to achieve your immediate and long-term goals? What should you do differently?

# Part 5. Summary of Final Discussion (to be completed Committee Chair )

I certify that I attended the student's committee meeting on the date indicated on Page 1 and that I concur with the summary of the discussion prepared by the committee chair:

Committee Member 1: (Printed Name) _____ Signature _____ Date _____

Committee Member 2: (Printed Name) _____ Signature _____ Date _____

Committee Member 3: (Printed Name) _____ Signature _____ Date _____

Committee Member 4: (Printed Name) _____ Signature _____ Date _____

Committee Member 5: (Printed Name) _____ Signature _____ Date _____

Committee Chair: (Printed Name)_____ Signature _____Date _____

Adapted for doctoral students in the Univ. Pittsburgh/Carnegie Mellon University Molecular Biophysics and Structural Biology Graduate Program based on a document prepared by the Office of the Vice Provost for Graduate Education, Stanford University, 2011.