

Directions for First Ph.D. Guidance Committee Meeting Report Form

If the student began graduate school before the summer of 2010:

- The student will arrange the committee meeting time and place with the committee. This meeting should take place within six months of satisfying the written subject exam requirement.
- The student will present their research plans and any results they may have. The presentation might also concern a topic related to the planned research, e.g., a literature study, in the case the student is insufficiently far along to discuss progress.
- Fill out form at guidance committee meeting, but omit the grade.
- The student should consult their adviser, then fill out the RCR information on the back.
- The student should return the signed form to 1312 BPS.

If the student began in the summer of 2010 or later:

- The student will arrange the committee meeting time and place with the committee, and notify Lisa Ruess (ruess@pa.msu.edu) so that she can place the information in the announcements. This meeting should take place within six months of satisfying the written subject exam requirement.
- For the meeting, the student should prepare an approximately 25-minute presentation describing research plans and current progress. The presentation might also be about a topic related to your research, e.g., a literature study, in the case the student is insufficiently far along to discuss progress. The presentation will be public, and will be followed by questions from the public.
- Next, the committee will interview the student in private, at which time the form will be completed. After the student leaves, a grade will be recorded for the meeting.
- The student should consult their adviser, then fill out the RCR information on the back.
- The student should return the signed form to 1312 BPS.

First Ph.D. Guidance Committee Meeting Report Form
Department of Physics and Astronomy

Student Name: _____
Date: _____
Research Advisor: _____

	Qualifier	Mechanics	E&M	Quantum	Stat Mech
GRADES:	MS / PhD				
Committee Meeting Grade:	3.0 / 3.5 / 4.0				

Research plan presented: Yes No, tentative date _____
If yes: Satisfactory
 Not satisfactory, reschedule for _____
Reason _____

Goals for next year:

Progress and continuing support recommendation:

Career Goals and Other Activities:

Approved by the Guidance Committee:
Name: _____ Signature: _____

Student Signature _____ Department Chair _____

cc: Student Advisor, Department Chair

