**Master’s Thesis Committee #1 Meeting Record**

Note to student: It is **your responsibility to fill out this form** during or after your meeting. Please send the form as a PDF file to me ([anthony.morielli@uvm.edu](mailto:anthony.morielli@uvm.edu)) and to each member of your committee ***by email***. Please keep the original copy for your records.

Please use additional pages as needed.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agenda:

1. The committee’s charge is to review the student’s proposed research project and any progress that has been made so far. Please see detailed instructions for the first committee meeting below.
2. Suggested date of the next committee meeting: It is advisable to meet at least three times prior to the defense. For most students, that means having a committee meeting at least once a semester. Please indicate the date here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Please indicate an approximate anticipated completion/defense date range. Note that we strongly encourage students to avoid trying to adhere to the artificial deadlines required to walk in a graduation ceremony. Doing so requires that research be largely finished by February of their last semester, and in most cases is not feasible.\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. General timeline (continue on back):
5. Specific timeline (continue on back):

Committee signatures indicating satisfactory progress.

|  |  |
| --- | --- |
| **Committee member (print name)** | **Signature** |
| Chair: |  |
| Advisor: |  |
| Member: |  |
| Member: |  |
| Member: |  |

**Pharmacology MS program**

**Guidelines for First committee meeting:** The committee should include the thesis advisor, one non-pharmacology faculty and at least one pharmacology faculty.

**Faculty and Student specific guidelines:**

Objectives of first committee meeting (faculty and student):

1. To give the student an opportunity to present ideas for their thesis project and get the thesis committee’s approval. The thesis project will be presented by the student in the form of a Specific Aims page provided to the committee ahead of the meeting and a brief power point presentation during the meeting (see below). *The advisor is encouraged to provide guidance with both.*
2. Create general goals and associated timeline for completion of the project, with broad data collection targets to be reached at agreed upon intervals through length of project.
3. Create specific goals and associated timeline to achieve ahead of the next meeting. The focus should be on specific experiments or milestones.
4. The STUDENT will record both timelines in the
5. To set dates for all future committee meetings and an approximate date for the thesis defense. The committee should meet at least every semester. For example, if the first meeting is in September, the next should be in January.
6. The ***student*** will prepare a report of this meeting, including the research plan, research timelines, and future committee meeting dates. This must be submitted to and approved by both the committee chair and the MS program Director.

Structure of the first committee meeting:

1. The committee will decide who will serve as chair.
2. The student (and if desired with input from the advisor) will describe the project in as much detail as possible to the committee.
3. The committee will consider the scientific aspects of the project and will make comments or suggestions.
4. The committee *will make recommendations for the general (overall) timeline of the project*, keeping in mind the limited amount of time available to most MS students. Will the project get done in that amount of time? Is the project designed so that results suitable for an MS thesis will be obtained regardless of the scientific outcome? A typical MS thesis is similar to a short paper (3-4 figures).
5. The committee will make recommendations for specific items to be achieved before the next committee meeting.
6. ***The student*** will fill out and return the thesis committee report to the MS program director and committee chair.

**Student specific guidelines:**

Administrative to take care of ahead of meeting:

1. Schedule 2 hours for this meeting, although the actual time will be somewhere in the range of 1-2 hours.
2. Please schedule a room for the meeting. You are responsible for doing this, and it needs to be done in conjunction with scheduling the meeting. In other words, don’t schedule a time unless you know you have a room!
3. The committee will be asked to provide a timeline for your overall project, a timeline for items to complete before the next meeting, and general advice and suggestions. These will be recorded in “Masters Committee Meeting Form”. They will also be asked to sign the form. It is **YOUR** responsibility to understand what they are asking for and to fill out the form during or at the end of the meeting (with your committee still present so you can ask questions). You should then get their signatures. A PDF of the form should be sent by email to me and to your committee chair. You may keep the paper original for your own records. *The blank form will be provided by me, but it is* ***your*** *responsibility to obtain the form from me ahead of your meeting.*

How to prepare for your first committee meeting:

1. Prior to the first meeting, you should prepare a *preliminary* “Specific Aims Page” which will serve as a guide for the thesis committee. Please prepare this in conjunction with your advisor well in advance of the meeting. This MUST BE provided to the committee by email no less than one week prior to the meeting. This draft MUST also be sent to the program director (anthony.morielli@uvm.edu)
2. You should also prepare an oral (power point) presentation to describe your project and your specific aims. The purpose of this is to give your committee enough perspective on your project to be able to approve it as is, or to make suggestions.

**NOTE**: your advisor ***is encouraged*** to help you with each of these items. Your advisor is also encouraged to participate in the initial discussion of the project with the committee. In later meetings your advisor will take more of a back seat and let you do most of the talking.