

PMB Thesis Advisory Committee Meeting Form

Student Name: _____ Meeting Date: _____

Student Email: _____ Advisor: _____ Years in Program: _____

This form is to be completed by the Committee Chair at shortly after the conclusion of the TAC meeting. Please provide a summarized account of the committee's recommendations. The information shared below should consist of feedback from all of the following committee members:

Committee Members

Please list all Thesis Committee members below, starting with the Committee Chair and the Advisor.

Committee Member #1 (CHAIR)

Committee Member #2 (Thesis Advisor)

Committee Member #3

Committee Member #4

Optional Co-Advisor

Optional Additional Member and Affiliation

IDP/Annual Academic Progress and Professional Development

7. Did the student complete the Individual Development Report and discuss it with advisor?

Yes No

Thesis Proposal (3rd year students)

8. Did the student submit a new thesis proposal for this meeting?

Yes No *[If No, skip 9]*

9. The thesis proposal was:

Approved with no changes.

Approved with comments provided in the "thesis project" section of this form.

Not approved. Student must submit a revised proposal. See "thesis project" section of this form.

Thesis Project

10. Please indicate the level of the student's performance for the following attributes:

	Strong	Satisfactory	Needs Work
Familiarity with literature in the area of study			
Critical thinking in discussion of hypotheses			
Rigor of experimental design			
Appropriateness of data management			
Rigor of data analysis			
Clarity and organization of the presentation			
Feasibility of student's proposed research activities and timeline for the next year			

11. Please summarize current progress toward completion of the degree (comment on data quality, rigor and reproducibility, theoretical perspectives, experimental approaches, publications, goals that were achieved, etc.)

12. Please provide recommendations that will help the student advance their thesis project, and clearly indicate the goals to be achieved by the next meeting. Recommendations could include: data quality, rigor and reproducibility, theoretical perspectives, experimental approaches, etc. If the student is in the final phase of their studies, indicate their remaining goals prior to beginning their dissertation.

13. Please provide feedback to the student regarding their presentation skills.

Professional Development and Career Goals

The student should share with the committee any professional development activities they engaged in in the past year (e.g., workshops, presentations, publications, career exploration/preparation, internships).

14. Please indicate the level of the student's engagement in professional development and career exploration activities, based on the stage of their graduate studies.

	Strong	Satisfactory	Needs Work
Activities to develop writing skills (e.g., wrote fellowship applications, reviews, or articles)			
Activities to develop presentation skills (e.g., poster or oral presentations at Hopkins or conferences)			
Activities to learn more about career opportunities in their field of study			
Preparation for next career steps			

15. Please provide recommendations that will help the student advance their professional development and career exploration/preparation plan. Clearly indicate the goals to be achieved by the next meeting. If the student is in the final phase of their studies, please identify any remaining professional development goals to be achieved.

Student's Overall Progress

16. Please select the statement that best characterizes the student's overall progress, considering their stage of training.

The student has made exceptional progress.

The student has made satisfactory progress.

The student has made progress but would benefit from additional oversight.

There are concerns regarding the trajectory or thesis project. (If this is selected, the student and advisor must meet with the program director to discuss next steps in supporting the student.)

Next Steps

17. The student is on trajectory for completion in:

6 Months or Fewer

1 Year

2 Years

More than 2 Years

|-----[If 1(+) years, skip 18 & 19]-----|

18. The student is in final phase and has been granted permission to write their dissertation.

Yes No [If No, skip 19]

19. Please list the names of the dissertation readers. Typically, the Thesis Advisor is the first reader, and a thesis committee member, also member of PMB, is the second reader. If one of the readers does not have a JHU faculty appointment at the time of the defense, then a request for approval to serve as a reader must be submitted to the Associate Dean of the relevant School (KSAS or SOM). Contact the PMB director for information.

Dissertation Reader #1 (Typically Thesis Advisor)

Dissertation Reader #2

20. Are there concerns about the student's trajectory that require a meeting with the program director?

Yes No

Student's Feedback

21. The committee has met with the student in the absence of the thesis advisor.

Yes [If Yes, skip 22] No

22. The committee is planning to meet with the student in the absence of the thesis advisor.

Yes No

23. PMB requires that students be reviewed at least once a year up to year 4 and twice a year beyond.* The committee recommends the next meeting should take place in:

3 Months 6 Months 9 Months 12 Months

*Note that additional meetings can be scheduled at any time if the committee or the student deem it necessary.

Signatures

Committee Chair: I confirm that the feedback shared above consists of input collected from all members of the Thesis Committee and fairly represents the consensus views of the full committee to the best of my knowledge and recollection.

, Committee Chair Signature: _____ Date: _____

Once you have signed above, please send this form to the Thesis Advisor:

Thesis Advisor: I have reviewed the feedback provided above and confirm that it fairly represents the consensus opinions of the full Thesis Committee. I also confirm I will meet with the PhD Student to discuss this form and the information presented herein.

, Thesis Advisor Signature: _____ Date: _____

Once you have signed above, please send this form to the PhD Student:

PhD Student: I confirm that the feedback above has been shared with me, and that I was provided the opportunity to discuss this form and feedback with my Thesis Advisor should I have any questions or concerns about the information presented herein.

I also confirm I am aware that per PMB policy, the scheduling of TAC meetings is my responsibility and that I will schedule my next meeting for a date in accordance with the committee's recommendation in Question 23, and will do so as soon as possible.

, PhD Student Signature: _____ Date: _____

Next TAC Date:

Once this form has been signed by the Committee Chair, the Thesis Advisor, and the PMB student and the next TAC date has been set, send this form to the Program Administrator, Brett Weinstein: bweinstein@jhu.edu