

FIRST SEMESTER COMMITTEE MEETING SUMMARY

Each incoming student will consult with their faculty advisor to choose an appropriate three-person committee, which is to meet sometime during the first semester. For master's degree candidates this committee may be the same as their final advisory committee. For PhD students this committee may be a subset of their eventual five-person advisory committee, which must be constituted by the end of the student's third semester. The initial three-person PhD committee should include the advisor, a faculty member with related research interests, and a faculty member who adds breadth outside the student's subdiscipline.

The committee will meet with the student during the first semester to discuss the student's goals, interests, strengths, and weaknesses. The committee is to help the student develop an initial plan (courses, research activities, milestones) that will guide the student toward a timely and successful master's thesis defense or comprehensive exam. The student or the advisor will submit this signed form summarizing the meeting's outcomes to the Graduate Program Assistant for inclusion in the student's academic file.

Student's name:

Degree plan (circle one): Plan I (Thesis) Master's, Plan II (Course Work) Master's, PhD

Recommended coursework: What courses should the student take to gain a strong grounding in their area of research? The committee should identify any gaps in the student's preparation, based on undergraduate transcripts, the student's own assessment, and the student's research direction.

Recommended research activities for first year:

Additional milestones to prepare for a timely defense (Master's) or Comprehensive Exam (PhD):

Meeting date:

Student signature:

Main Advisor signature:

Copies of this form should be provided to the Graduate Program Assistant, the student, and the main advisor after the meeting.

All committee members must sign the Committee Meeting Record (separate form).