

# Microbiology Thesis Committee Meeting Guidelines

## Required Attendance

The chair and any three additional committee members must attend the annual Thesis Committee Meeting.

## Preparation Documents

At least 1 week prior to the Thesis Committee meeting, the **student** must provide the committee with the following:

1. 2-3-page summary of research accomplishments since the last Thesis Committee Meeting
2. A copy of the most recent IDP
3. A copy of these Committee Meeting Guidelines

## Committee Meeting Format

1. 5-10 minutes: Provide updates on progress in Microbiology program requirements and IDP
2. ~40 minutes: Student presentation with brief background and key pieces of **new** data obtained since the last meeting. Include experimental rationale that supports the plan moving forward.
3. ~20 minutes: Committee Discussion. This period should include committee discussion with just the advisor and then just the student.
4. Complete and sign the Annual Thesis Committee Meeting Report form.

## Post-Meeting Committee Report

The **thesis advisor** should draft a summary of the meeting for approval by the rest of the committee (by email) and submit that summary **to Dr Jason Smith within 2 weeks of the meeting.**