

GRADUATE STUDENT COMMITTEE MEETING PROGRESS REPORT

Please complete after every committee meeting and return to the Graduate Program Coordinator for the student's file. *Student information requested on this form is collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act in order to administer and maintain students' graduate programs. Personal information is protected under this Act. For more information, contact the Department of Agricultural, Food and Nutritional Science at (780) 492-5131.*

MEETING DATE: _____

COMPLETED BY STUDENT:

Name of Student: _____ Degree Program: _____ ID # _____

Start Date of Program (D/M/Y): _____ Specialization: _____

Date of PhD Candidacy Examination: _____ Ethics Requirement Met: _____

Expected Completion Date: _____ Month/Year _____ Current GPA _____

Transcript (to be distributed by student at meeting). Please review courses completed and grades received. Grades < C+ constitutes failure. Grades of IN must have a completion date assigned. Min. Academic Standing GPA = 2.7/4.0

COMPLETED BY SUPERVISOR AT COMMITTEE MEETING:

Attendees: _____

Professional Development

Student starting Sept (Fall) 2016 or later students are required to complete a minimum of 8 hours of Professional Development.

START of Program: Student has completed a self-directed professional development plan* Yes No

*Attach completed form only once.

List of professional development activity completed during program (minimum of 8 hours of Professional Development)

Description of PD Activity (max of 4 hours credit per activity) Time (hours) Date

General Comments or Recommendations:

1. The student demonstrates knowledge of the discipline and the subject matter related to the thesis.

	Excellent	Very Good	Satisfactory	Needs Attention	Unacceptable
Academic achievement					
Verbal communication (clarity, correct terminology)					
Written communication					
General knowledge of research area					
Knowledge specific to the thesis subject matter					

Comments and Recommendations:

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2. The student has the ability to pursue and complete original research.

	Excellent	Very Good	Satisfactory	Needs Attention	Unacceptable
Research ability (lab skills)					
Industriousness and initiative					
Judgement					
Experimental design (approaches, controls)					
Clear hypotheses and rationales					
Research progress since last meeting					

Comments and Recommendations:

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3. The student displays qualities associated with success in research.

	Excellent	Very Good	Satisfactory	Needs Attention	Unacceptable
Confidence					
Critical thinking/problem solving					
Originality					
Maturity					
Response to previous recommendations					

Comments and Recommendations:

DOES THE SUPERVISORY COMMITTEE AGREE STUDENT IS MAKING SATISFACTORY PROGRESS – Y / N? If NO please provide details.

Name:

Signature:

**PLEASE PRINT NAME
AND SIGN:**

Supervisor: _____

Date: _____

Student: _____

GANTT Chart

The GANTT Chart must be completed by the student prior to meeting and revised and re-submitted to the supervisor after the meeting. Please attach the final version of the GANTT Chart when submitting Committee Meeting form to Jody for record keeping.

Recommended Milestones:

Duration	MSc Program	PhD Program
8-12 Months	<ul style="list-style-type: none"> Completed course work/ Preliminary research proposal Form supervisory committee Hold 1st committee meeting Conduct experiments Complete AFNS 601 course 	<ul style="list-style-type: none"> Completed course work Preliminary research work Form supervisory committee Hold 1st committee meeting. Complete research proposal Take 1st AFNS 601 course
12-18 Months	<ul style="list-style-type: none"> Hold 2nd committee meeting Finish experiments/data analysis Begin writing 	<ul style="list-style-type: none"> Hold 2nd committee meeting Complete experiments/data analysis
18-24 Months	<ul style="list-style-type: none"> Writing Final exam 	<ul style="list-style-type: none"> Complete Candidacy Exam Continue experiments/data analysis
24-36 Months		<ul style="list-style-type: none"> Hold 3rd committee meeting Finishing experiments/data analysis
36-48 Months		<ul style="list-style-type: none"> Begin writing Hold 4th committee meeting Finalize writing Final exam

Sample Gantt Chart – MSc Program

2012	2013								
Sep-Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
- Course work completed - Complete Ethics									
	Preliminary Research Proposal Completed								
		Complete Experiment 1							
			- Complete Experiment 2 - Complete AFNS 601						
				Write up Experiment 1					
					Write up Experiment 2				
						Complete Experiment 3			
							Write up Experiment 3		
								Thesis and paper writing	