

**2020 Microbiology and Molecular Genetics
Annual Guidance Committee Report**

Student Name: _____ **Meeting Date:** _____

Mentor: _____

Expected Degree completion: _____

Committee Members Present: _____

Report completed by (MMG Departmental Rep): _____

Section 2: Coursework

In this section, please summarize the student's coursework over the preceding year and coursework plans for the coming year.

Does the committee recommend any additional coursework?

Is the student on track to complete the required 24 credits of MMG999? _____

Is the student on track to complete the required 3 topics seminars? _____

Is the student on track to complete the required 4 Departmental seminars? _____

Has the student completed their teaching requirement? _____

Any additional comments regarding coursework:

Section 3: Research.

In this section, please summarize the progress the student has made towards their dissertation research.

Does the research involve human subjects and/or animals? Approval # _____.
Is the student listed as a team member on the protocols?

Rate the student's progress in the following areas (ratings required):

| | Excellent | Satisfactory | Unsatisfactory | No Comment |
|--------------------------------------|-----------|--------------|----------------|------------|
| Productivity | | | | |
| Effort | | | | |
| Intellectual contribution to project | | | | |
| Reads & comprehends literature | | | | |
| Overall knowledge of project | | | | |
| Personal initiative | | | | |
| Ability to Communicate Science | | | | |
| WiPs attendance | | | | |

Overall Research Progress Comments:

Areas/strategies for improvement

Were goals from previous year met?

Concrete goals for the next year.

Section 4: Student's Individual Development Plan.

In this section, please summarize the student's IDP and any discussion surrounding Career Development.

**IDP tracking system: _____
Long-term career goals?**

Actionable goals for the year for improving/obtaining specific skill sets needed for long-term career goals.

Section 5: Guidance committee/student confidential consultation.
The chair of the guidance committee should summarize any concerns of the student in a separate report for the Graduate Director.

Section 6: Overall Summary.
In this section, please record the overall summary comments from the committee and the student's comments in response to the committee's comments.

Overall Summary from the committee:

Student comments in response to annual report (optional).

Report reviewed by:

| Name | Signature |
|-----------------------------|------------------|
| _____ | _____ |
| Departmental Representative | |
| _____ | _____ |
| Faculty Mentor | |
| _____ | _____ |
| Student | |
| _____ | _____ |
| Graduate Director | |