

## PhD in Applied Science Committee Meetings

### Information for Students & Faculty

- The attached form should be completed at each Supervisory Committee Meeting.
- Students in the PhD program should have a Supervisory Committee Meeting at least once per year. More frequent Supervisory Committee Meetings are encouraged.

#### For all Supervisory Committee Meetings

- The student should complete Part I of the attached form, print the form, and bring it with them to the Supervisory Committee Meeting.
- Near the end of the meeting, the Supervisory Committee should excuse the student for a few minutes to discuss the student's progress and complete Parts II and III of the form.
- The student should then be invited back into the room, and the Supervisory Committee should discuss the formal feedback detailed in Part II with the student.
- By adding their signature to Part III, the student acknowledges that they have received and understood the feedback given by the Supervisory Committee. If the student does not understand the committee's feedback, they should ask for clarification.
- The student should make a copy of the completed form for themselves and their supervisor, and then submit the original to the Applied Science Program c/o the Dean of Science Office.

#### Assessment of Student Progress

- At each Supervisory Committee Meeting, the student's progress should be assessed as: satisfactory, unsatisfactory, or not acceptable.
- In the case of an Unsatisfactory assessment, remedial actions to be taken and an associated timeline should be documented in Part II of the attached form.
- An assessment of Not Acceptable may be made if progress toward the remedial actions outlined during the previous Committee Meeting has been inadequate.

**PhD in Applied Science  
Committee Meeting Form**

**Part I: To be completed by Student**

<b>Student Name:</b>		<b>A#:</b>	
<b>Program Start Date:</b>			
<b>Thesis Title:</b>			

<b>Date of this Committee Meeting:</b>	
<b>Date of previous Committee Meeting:</b>	

<b>Planned &amp; Completed Courses/Degree Components</b>		
<b>Course</b>	<b>Semester</b>	<b>Grade (if complete)</b>
APSC 7600: Graduate Seminar		
APSC 7610: Research App. & Knowledge Trans.		
APSC 7602: Doctoral Research Proposal		
APSC 7603: Qualifying Examination		
APSC 7620: Research Internship		
APSC 7604: Doctoral Dissertation		



**Future Work**

**Target date for next meeting:**

**Actions to be completed before next meeting:**  
(for Unsatisfactory progress, outline remedial actions to be taken and timeline)

**Part III: Signatures**

<b>Supervisory Committee Approval</b>			
	<b>Name</b>	<b>Affiliation</b>	<b>Signature</b>
Supervisor			
Committee Member			
Committee Member			

<b>Student Signature:</b>	<b>Date:</b>
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<b>Program Coordinator Signature:</b>	<b>Date:</b>
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Submit to the Applied Science Program, c/o Dean of Science Office