

Appendix B

Structure of pre-Supervisory Committee Meeting (PRE-SCM) report:

Abstract of work to date (250 words max)

An abstract of the work to date, providing general background and explaining how the work fits in the field of your project. This abstract can be very similar to the one submitted for Student Seminars. If needed, a more specific and detailed introduction to the work to be discussed at the upcoming Supervisory Committee meeting can be included as an Appendix.

Summary of the last SCM (point form – half-page max)

This section should include a point form summary of the specific experimental goals discussed and agreed upon at the last SCM.

Summary of progress since last meeting (point form - half-page max)

A point form summary of the progress since the last SCM. This allows Supervisory Committee members to quickly scan both experimental successes and failures. Figures, graphs and minimum technical detail for understanding the experimental work are to be included in a separate Appendix. Students are encouraged to dedicate most of this section to experiments that did not work or show results inconsistent with their driving hypotheses. For such experiments, in particular, as much detail as possible should be provided in the Appendix regarding the materials, methodology and results obtained. The purpose of this section is that the SC members have something to work with in advance.

Problematic aspects of the project (OPTIONAL – 250 words max)

In addition and when applicable, students are strongly encouraged to include a section to expose and describe the problematic aspects of their project, i.e. those theoretical and/or technical difficulties that are most limiting their progress in a given direction. This will give the SC members an opportunity to judge suggestions with a better perspective and think of alternatives well in advance.

Future directions (point form - half-page max)

This section should describe in point form the specific experimental plan discussed by the student and the supervisor for the next 6-12 months. Minimal rationale can be provided in one or two sentences for each aim. The specific experimental approach to tackle those aims is to be discussed in some detail at the upcoming SCM. If a more detailed introduction is needed to support a specific aim (e.g. in the case of a dramatic shift in the direction of a project), it can be included as a separate Appendix. In that case, the student is encouraged to discuss thoroughly such introduction at the upcoming SCM.

Student-Supervisor -relationship(not to be included in the pre-SCM Report)

Even though this section is not to be included as part of the pre-SCM Report, students and their supervisors are always encouraged to think about and discuss issues pertaining to their working relationship prior to the SCM (a guideline of such

issues is provided below). Please be advised that, at the end of the meeting, both the student and the supervisor will have an opportunity to talk in private with the other SC members; and they are encouraged to discuss not only their respective academic/scientific concerns but also any unresolved issues related to their working relationship. Some space will be available at the end of the SCM Report Sheet for the student, the supervisor and the other SC members to leave a record of their discussion and/or the conclusions reached, which they are invited to fill out at their own discretion.

The structure proposed above for a pre-SCM Report was designed to serve two main purposes:

- 1) To accommodate all the successes and accomplishments by the student since the last SCM in a way that makes unnecessary to spend much time at the upcoming SCM discussing improvement. This would leave more time for the discussion of the non-working aspects of the project/s, as well as unresolved issues pertaining to the student-supervisor relationship.
- 2) To be used as an Agenda for the upcoming SCM, providing the student, the supervisor and the other SC members with an opportunity to think about such issues in advance and in a more organized, formal way.

Pre-Student Committee Meeting Report

Abstract of work to date (250 words max)

Summary of Last Committee Meeting (use point form – half-page max)

Progress since last SCM (use point form – half-page max)

Problematic aspects of the project/s (OPTIONAL – 250 words max)

Future directions (use point form – half-page max)