1. **Tasks completed 5 working days ahead of the meeting:**
   - [ ] 2-page update sent to committee
   - [ ] Previous Committee Meeting form sent to committee
   - [ ] Page 2 of Committee Meeting Form pre-completed (no need to send in advance)
   - [ ] IDP completed ([https://myidp.sciencecareers.org/](https://myidp.sciencecareers.org/)) (no need to send in advance)

2. **Meeting #_____ Year of Study _____ Time since last meeting _____**

3. **Time To Completion Form attached:**  
   - [ ] Yes (required year 4 and onwards)  
   - [ ] N/A  
   
   (Beginning Year 4 of the program, committee meetings must take place every 6 months)

   **Please ask the student to step out of the room while Questions 4 and 5 are answered**

4. **i) Evaluation of Student’s Progress Towards Completion of Thesis/Degree:**
   
   NB: It is expected that students in their first 2 years will score in the 1-4 range and so-on, although exceptional (or poor) performance in any particular category may result in a score that is above or below the expected range.

<table>
<thead>
<tr>
<th>Expectation Level for;</th>
<th>Year 1-2</th>
<th>Post-Qualification</th>
<th>PhD Ready</th>
<th>Specific Comments/Concerns</th>
</tr>
</thead>
<tbody>
<tr>
<td>Progress</td>
<td>1 2 3 4</td>
<td>5 6 7 8</td>
<td>9 10</td>
<td></td>
</tr>
<tr>
<td>Knowledge of Field</td>
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<tr>
<td>Oral Communication</td>
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<td>Written Communication</td>
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<tr>
<td>Critical Analysis</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

   **ii) Progress since last meeting (check one):**
   - [ ] Satisfactory
   - [ ] Satisfactory, but project has problems
   - [ ] Unsatisfactory

   An “Unsatisfactory” implies poor performance in the majority of categories listed above. One “Unsatisfactory” triggers a meeting with the Graduate Coordinator; Two “Unsatisfactory” reports justifies dismissal from the program.

   **iii) If any concerns were raised, please outline recommended actions on reverse**

5. **The student has permission to write:**  
   - [ ] Qualifying Proposal  
   - [ ] Thesis  
   - [ ] Not Applicable

6. **Outline experimental recommendations/specific expectations for next meeting on reverse**

   **Please ask the student to return, and review Questions 4-6 with them**

**Signature:**

<table>
<thead>
<tr>
<th>Student</th>
<th>Comm. member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor</td>
<td>Comm. member</td>
</tr>
<tr>
<td>Comm. member</td>
<td>Comm. member</td>
</tr>
</tbody>
</table>

Date for next meeting: ____________________________ *REQUIRED*
**Please ask the supervisor to step out of the room**

This is an opportunity for students to discuss any issues with their committee members. **Student should have this filled out in advance.** Please review the student's responses to questions 7-14. If students would rather speak privately with the Associate Chair, please contact graduate.immunology@utoronto.ca. The supervisor will not have access to page 2 of this report without the student’s permission.

(Write on reverse of this page if needed)

7. Are the frequency of meetings with your supervisor adequate?:
   - [ ] Yes. The frequency of meetings is acceptable.
   - [ ] Instead of the current frequency, here is a suggested (feasible) alternative:

8. Is your supervisor clear with their expectations of you?
   - [ ] Yes. Supervisor feedback is reasonable and justified when needed.
   - [ ] I need a better understanding of the following:

9. Does your supervisor provide clear and helpful feedback on your research?
   - [ ] Yes. If I hit a road-block we discuss ways forward.
   - [ ] Here are some research goals where I need feedback to enhance my progress:

10. Are the research interests of you and your supervisor in alignment?
    - [ ] Yes. We are on the same page and if not, we clear things up in a timely manner.
    - [ ] We differ on the following goals/areas of prioritization and this needs to be aired:

11. Are your lab resources and/or working environment conducive to success?
    - [ ] Yes and if deficiencies arise, my supervisor and I work out solutions in a timely manner.
    - [ ] Rectifying the following gaps/concerns would improve my research output:

12. Are roles in authorship or project leadership clearly defined?
    - [ ] Yes. Roles on projects and manuscripts are clear or clarified promptly if changes arise.
    - [ ] We need to come up with a solution for the following situation:

13. Are there any other changes that can be made (either by yourself or your supervisor) to improve your graduate experience?
    - [ ] My supervisor and I make adjustments as needed. No action needed at the moment.
    - [ ] Some things need tweaking. Here are some suggestions:

14. If any issues have been identified that need tweaking, I prefer to:
    - [ ] Address them now when my supervisor returns to the meeting.
    - [ ] Address them on my own time with my supervisor in a separate meeting.

Students must return the completed form (pages 1 and 2) to the Immunology Graduate Office (MSB 7205) and keep a copy for yourself for future meetings. The Graduate Coordinator will sign off on the original and it will be added to your student file.

Graduate Coordinator: ____________________________ Date: ____________________________