



First Ph.D. Guidance Committee Meeting Report
Department of Physics and Astronomy
Michigan State University

Student Name:

Dual Degree

Date:

Research Advisor:

with:

Grades

PHY820 (CM)

PHY831 (SM)

PHY841 (EMI)

PHY852 (QM)

Oral Subject Exam: 3.0 3.5 4.0 (A 3.5 or 4.0 is necessary to pass)

Have the subject exams been completed? If not, what exams are left to be completed?

Yes

No

Have all required courses been completed? If not, what remains to be taken? Please list required courses that were waived as well.

Research

Research plan presented?

Yes

No, tentative date:

Satisfactory

Not satisfactory, rescheduled for:

Reason:

How many credits in AST or PHY 999 have you taken? Note that at the time of graduation, a minimum of 24 credits in AST or PHY 999. Maximum of 36 credits in 999 is allowed.

Give a brief statement of the status of your dissertation research. For example, has your experiment run, are you completing the data analysis, writing a publication, writing thesis, etc.

What has been accomplished since the previous guidance committee meeting?

What remains to be accomplished? Concentrate on goals for the next year.

When do you anticipate graduating? Is that timeline feasible? Are there obstacles to be overcome or issues that may affect that timeline? If so, is there a plan for how to deal with them? For example, changing projects, using a different data set, altering the scope of the analysis, changing experiments, theoretical calculations etc.

What are your career goals/job plans after graduation? Are there resources that can help you attain those goals/plans? For example, getting a teaching certificate, attending a conference, doing an internship at a company or government lab, etc. Are you active in departmental, university, or national committees or professional organizations?

During the first committee meeting, did the Advisor/Chair leave the meeting so that the student could discuss with the other committee members (Optional at present)? Yes No

Recommendation and Approval

Progress and continuing support recommendation by the Guidance Committee:

Name (Printed)	Signature	Check if email approval is attached
1.	(Chair)	
2.		
3.		
4.		
5.		
6.	(Optional)	

Acknowledgment

Student Signature

Approval

Graduate Program Director

The Student should give/send this form to the Graduate Program Director. After approval, the form is submitted to the Graduate Program Secretary

Responsible Conduct of Research – filled out by the student in consultation with the advisor

Describe the policies or criteria that will determine authorship for any paper(s) for which you are currently or have been working. Include how the ordering of authors will be determined.

Describe the steps you take to make sure your work is reproducible as possible. This would include documenting codes, maintaining lab notebooks etc.