

# Report of Six Month Committee Meeting

Use this rating scale to help formulate a brief report of your student's progress as presented at their six month committee meetings.

|                           |         |       |                     |
|---------------------------|---------|-------|---------------------|
| <b>Student Name:</b>      |         |       | <b>Mentor Name:</b> |
| <b>Date Meeting Held:</b> |         |       | <b>Chair Name:</b>  |
|                           | (month) | (Day) | (year)              |

**Rating Scale: 4 = exceeds expectation, 3 = meets expectations, 2 = acceptable progress but needs improvement in several key areas, 1 = unsatisfactory**

|  |  | <b>Committee members present</b> |
|--|--|----------------------------------|
| 1. The student is a self-starter                             |  |                                  |
| 2. The student is working hard enough                        |  |                                  |
| 3. The student is reading and keeping up with the literature |  |                                  |
| 4. The student has made adequate progress on the project     |  |                                  |
| 5. Appropriate collaborations are being initiated            |  |                                  |
| 6. Understanding of the principles of RCR                    |  |                                  |
| Overall Rating   |  |                                  |

Briefly give an assessment of both the strengths and weaknesses of the student's progress thus far.

What specific suggestions does the committee have for moving forward?

Timeline for next meeting

\_\_\_2 months    \_\_\_3 months    \_\_\_4 months    \_\_\_6 months

Please forward an electronic copy to the student, committee, and DAC to place in student's file.

