**Advisory Committee Meeting Report (ACMR)**

**Purpose:** To evaluate progress in, a) academic courses (completed, in progress, and planned), b) the research proposal, c) progress made to date, d) future directions/plans, and f) professional development, including presentations and publications.

**Format:** The format of the ACMR should be consistent with a scientific document (grant application and/or manuscript) including complete bibliography. Figures and tables may be embedded in the text.

***This report is to be COMPLETED by MSc and PhD students and SUBMITTED to the Advisory Committee members, at least one week prior to the scheduled meeting.***

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| --- |
| **Title (in bold)** |

|  |
| --- |
|  (First Name, Middle initial, Last Name) |

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| Department of Pathology and Laboratory Medicine, Western University, London ON |

|  |  |
| --- | --- |
| **Program:**  | MSc or PhD |
| **Program Start Date:**  | mm/dd/yyyy |

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| **Supervisor(s)/co-supervisor:** |
| Name | Department |
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| **Advisory Committee Members:** |
| Name | Department |
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| **Meeting Date:**  |

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| ACADEMIC COURSES |

**MSc Pathology and Laboratory Medicine**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Required Courses** | **In progress** | **Completed** | **Planned** | **Exempted** |
| Pathology 9240 (Understanding disease) |[ ] [ ] [ ] [ ]
| Pathology 9510 (Journal club) |[ ] [ ] [ ] [ ]
| Pathology 9511 (Journal club) |[ ] [ ] [ ] [ ]
| Pathology 9687 (Effective proposal writing) |[ ] [ ] [ ] [ ]
| Biostatistics/Research Methods |[ ] [ ] [ ] [ ]

**PhD Pathology and Laboratory Medicine**

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| --- | --- | --- | --- | --- |
| **Required Courses** | **In progress** | **Completed** | **Planned** | **Exempted** |
| Pathology 9240 (Understanding disease) |[ ] [ ] [ ] [ ]
| Pathology 9510/9610 (Journal club) |[ ] [ ] [ ] [ ]
| Pathology 9511/9611 (Journal club) |[ ] [ ] [ ] [ ]
| Pathology 9612 (Journal club) |[ ] [ ] [ ] [ ]
| Pathology 9613 (Journal club) |[ ] [ ] [ ] [ ]
| Pathology 9687 (Effective proposal writing) |[ ] [ ] [ ] [ ]
| Biostatistics/Research Methods |[ ] [ ] [ ] [ ]

**List any other courses recommended/approved by the committee:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Other Courses** | **In progress** | **Completed** | **Planned** | **Exempted** |
|  |[ ] [ ] [ ] [ ]
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| COMPREHENSIVE EXAMINATION |

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| --- | --- | --- | --- |
|  | **Completed** | **Planned** | **Not required\*** |
| Comprehensive examination\*:  |[ ] [ ] [ ]

*\*all PhD students (direct entry PhD, MD/PhD and MSc-to-PhD transfer students) are required to schedule and pass a comprehensive examination by month 19 of initial registration in the MSc (MSc to PhD transfer students) or PhD program (direct entry and MD/PhD students).*

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| RESEARCH PROPOSAL |

**Background Information**

Include a brief introduction and supporting evidence that led to formulation of hypothesis. This section consists of 2-3 paragraphs that outline the current knowledge or understanding of the problem. For your proposal, this does not have to be an extensive or exhaustive review of the literature but should provide enough detail for the reader to understand the problem and why you are undertaking the proposed study. You may include and reference previous work done in the supervisor’s laboratory.

**Hypothesis**

Explicitly state your research hypothesis.

**Specific Aims/ Research Objectives**

Indicate how you are going to explore/test your hypothesis. What are your research objectives?

**Research/Experimental Design**

Provide a description of the experimental design, materials (source of the material), animal models used, tissues collected, methods of measurements, and data analysis. The information provided should be adequate to permit a qualified reader to repeat the experiments reported. You may include references to previously published experimental procedures if needed to provide more detail.

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| PROGRESS TO DATE |

**Specific aims and/or research objectives completed:**

Provide an update on the progress you have made, and objectives you have completed. After the first meeting, this section becomes increasingly important to evaluate your progress.

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| WHAT ARE YOUR OBJECTIVES FOR THIS YEAR? |

**Objectives to be completed this year**

Provide a description and timeline for the planned experiments/studies.

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| PREVIOUS ADVISORY COMMITTEE MEETING |

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Is this your first Advisory Committee meeting?  | [ ] If yes, go to Section 7 | [ ] If no, complete two items below |

**Summary of recommendations made at the last meeting?**

**Progress on the recommendations:**

|  |
| --- |
| FREQUENCY OF MEETINGS WITH THE SUPERVISOR |

|  |  |
| --- | --- |
|  | **Specify:**  |
| How often do you meet with your supervisor(s)? (e.g., once a week) |  |

|  |
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| PRESENTATIONS, PUBLICATIONS, AND PROFESSIONAL DEVELOPMENT |

**Abstracts**

List abstracts submitted/presented at all local, National, and International conferences.

**Manuscripts (published, in press, submitted, and in preparation)**

List manuscripts published, in press, submitted, or in preparation.

**Have you attended workshops, conferences, internships, community-related projects?**

If so, specify:

|  |
| --- |
| REFERENCES |

Complete reference list.