Neuroscience Graduate Program - Advisory Committee Meeting Report

MSc

Student Name: ________________________________________________________________

Supervisor(s): ______________________________________________________________

Program Representative: ______________________________________________________

Advisory Committee Members: ________________________________________________

________________________________________

Collaborative Specialization (if applicable): _______________________________________

Dates of past & present meetings:

1st ___________________ 2nd ___________________ 3rd ___________________ *4th __________
(within first term) (after 6-9 months) (12-15 months) (~18 months)

STUDENT: Please complete the top half of this page, the completed/in progress course work, as well as page 2 in advance of your meeting. Send it to your committee with your written report along with your previous meeting report (if applicable).

IMPORTANT: Student or program representative submits the completed form to the Neuroscience office following the meeting and the student receives and retains a copy.

Course work: ☐ complete (except seminar milestone) ☐ Cumulative Avg % ☐

In Progress: ________________________________________________________________

Remaining (Recommendations?): ______________________________________________

Progress: ☐ Meeting Expectations ☐ Needs improvement (enter comments on pg 3&4)

Signatures (Supervisor/Advisor signatures waived for virtual meetings. Note anyone not in attendance - NIA):

________________________________________     ________________     __________________________
Student           Supervisor            Program Representative

________________________________________     ________________     __________________________
Advisor                  Advisor                  Advisor

Page 1 of 6
STUDENT SELF-REFLECTION

(Completed prior to meeting. Used as cover page for pre-meeting report, along with GANTT chart: refer to website)

The preliminary title of my thesis is:

The most significant accomplishments since my last meeting have been:

Have there been roadblocks that prevented you from meeting your goals? If so, how did you overcome them?

Do roadblocks still exist? If so, how can the committee help you?

Is there additional information that you feel the committee should be made aware of?
Project:

Is there a clear hypothesis / are there clear objectives? □ Yes □ No

Does the student have a good grasp of the project? □ Yes □ No

Additional Comments on project:

Progress:

Has the student made sufficient progress since the last meeting? □ Yes □ No □ N/A

Has the student’s progress been impacted by COVID-19? □ Yes □ No □ N/A

If yes, please explain:

Additional Comments on Progress:

What are the suggested / anticipated milestones before the next meeting? Please specify:

Expected timeframe for next meeting?
Communication & Academic Development:

Was the written report well organized and submitted in a timely fashion to the committee members?  □ Yes  □ No

Did the student bring all forms and the last report to this meeting?  □ Yes  □ No

Did the report and presentation communicate the background, recent data, interpretation, and proposed work?  □ Yes  □ No

Is additional course work and / or self-study needed for the academic development of the student?  □ Yes  □ No

Is the students conference abstract / presentation / publication record adequate for his / her level?  □ Yes  □ No

Comments and suggestions:

Background Knowledge:

Does the student have good knowledge of their field and the current literature?  □ Yes  □ No

Does the student have a good understanding of the relevance of the project in this field?  □ Yes  □ No

Does the student have sufficient understanding of the techniques being used and to be used?  □ Yes  □ No

Comments and suggestions:
COMPLETED THESE TWO PAGES ONLY IF FINAL MEETING

Direct transfer from Master to PhD prior to completion of Master’s recommended? ☐ Yes ☐ No

(If yes, student must have presented a plan for PhD research and either a draft manuscript or a written report on their completed Master’s work)

Thesis Reader (document reviewed before submission to SGPS):

If committee agrees to waive the requirement to have a thesis reader, give reasons why:

All examiners must be free of substantial conflict of interest from the student and/or supervisor (refer to SGPS Regulation 8.5.2.1).

Program examiners (2 required): One examiner can be in the student’s advisory committee. Both examiners must be current members of the Neuroscience Program and be at arm’s length from the supervisor. Please also provide at least one alternate program examiner.

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Alternate Examiner

Alternate Examiner

Please use reverse side for additional space (if required)
University Examiner (1 required): Must be from outside of the supervisor’s home department and be at arm’s length from the supervisor. Please also provide at least one alternate University examiner.

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*If from outside Western, the Neuroscience Director must nominate for non-core limited membership in SGPS.

Thesis Title:

Anticipated timeline for preliminary thesis submission (if known):
Please note: Preliminary thesis must be submitted to SGPS a minimum of 4 weeks prior to the oral defense.

Anticipated timeline for MSc thesis defense (if known):

In preparation for the student’s thesis defense, the Neuroscience program office will:
- seek approval of examiners
- contact examiners to determine their ability to participate (once approved)
- co-ordinate thesis exam scheduling
- seek an exam chair
- submit signed thesis exam form to SGPS
- schedule a meeting room or Zoom conference call
- communicate any required information to exam participants

STUDENTS, PLEASE CONSULT: