

### ***D. Report of Supervisory Committee Meeting***

Each student's Supervisory Committee should meet at least once every six months. Within one week of each meeting the Student and their Advisor (Chair of the Committee) should complete this report form, sign it, and submit it to the Medical Physics Program Coordinator, 439 Nicholson Hall, Tower Dr., Baton Rouge, LA 70803. The student should complete their section and sign the form prior to the Committee Chair completing their portion and signing the form. A copy of this report should be sent to each member of the Committee and to the student. This form is also available as an editable electronic document.

Name of student: \_\_\_\_\_ Date of meeting: \_\_\_\_\_

Committee members:	Role:	Present	Absent
_____	Committee Chair	<input type="checkbox"/>	<input type="checkbox"/>
_____	Co-Chair	<input type="checkbox"/>	<input type="checkbox"/>
_____	Committee member	<input type="checkbox"/>	<input type="checkbox"/>
_____	Committee member	<input type="checkbox"/>	<input type="checkbox"/>
_____	Committee member	<input type="checkbox"/>	<input type="checkbox"/>

#### **TO BE COMPLETED BY STUDENT**

1. Briefly review the research accomplishments of the student since the last meeting.
  
  
  
  
  
  
  
  
  
  
2. What specific recommendations were made by the Committee for future research?
  
  
  
  
  
  
  
  
  
  
3. What is the timetable for completion of degree requirements by the student (attach academic plan)?

Signature of Student \_\_\_\_\_

Date

**TO BE COMPLETED BY**

**COMMITTEE CHAIR**

1. In the opinion of the committee, should this student continue in the degree program?     Yes  No

2.        Evaluate the student's research performance and intellectual development over the past six months.  
Summarize the student's current strengths and weaknesses (as an independent scientific investigator).

3.        Comment on the student's oral and written communication skills.

4.        If there are any present weaknesses or deficiencies, how will they be remedied?

5.        Is there anything about the student's performance, his/her interactions with the advisor, or the student's prospects for the completion of the degree that should be brought to the attention of the Program Director?

Signature of Committee Chair \_\_\_\_\_ Date \_\_\_\_\_