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| **https://www.andrews.edu/services/imc/images/downloads/au_signature_horizontal_blue_tag.jpg**  **DEPARTMENT OF BIOLOGY**  **THESIS COMMITTEE MEETING FORM** | | | | | | | | | |
| The MS Biology student and thesis committee will meet 3 times during the program:  *1) During the month of May following semester 2.* This meeting (1 hr) will follow the presentation of the thesis proposal. The goal is to examine the student’s level of preparation and background knowledge, to consider the planned research project, and to provide recommendations (technical and otherwise) that might help in the successful completion of the project.  *2) During the months of November/December of semester 3 and all subsequent odd-numbered semesters.* This meeting (1 hr) will include a 20-30-minute progress report made by the student utilizing Powerpoint or similar presentation tool to present results and data obtained to date and future goals. This will be followed by a discussion with the committee of progress made and expectations and goals for the future.  *3) At the student’s thesis defense.* This meeting (1-2 hrs) will be an examination of the student’s understanding of their research, major field of research, and aspects of biology relating to this field.  The following form must be completed at each meeting, to provide a record of each meeting and feedback to the student. It should be filled in electronically. Section A should be filled in by the student and sent to all committee members at least 3 days prior to the committee meeting. The completed form will be shared with the student and committee following each meeting. | | | | | | | | | | |
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| SECTION A: Student Information | | | | | | | | | |
| Name (Last, First): | | Date and time of meeting: | | | | Expected graduation date: | | | |
| Click here to enter text. | | Click here to enter text. | | | | Click here to enter text. | | | |
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| **Title or topic of thesis:** |  | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | |
| Summarize progress on your thesis research (if this is meeting 1 or 3, this might be the abstract of your proposal or thesis).  Click here to enter text.  Have you presented (or do you plan to present) your research at a meeting? What awards, scholarships, or grants have you applied for?  Click here to enter text.  Summarize your goals for the coming six months (yes, if this is Meeting 3, we would still (especially) like to know your future plans!)  Click here to enter text. | | | | | | | | | |
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| SECTION B: committee recommendations | | | | | | | | | |
| **Committee evaluation of student accomplishments and progress:**  **Committee recommendations for future work:** | | | | | | | | |
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