

Suggested format for annual thesis committee meetings in Geophysics at UAF

UAF geophysics faculty

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GEOSCIENCES / GEOPHYSICS / geophysics_thesis_meetings

The UAF graduate school deadline for signed annual reports is **May 15th**. Given the challenges of scheduling groups, it is worth starting the scheduling process by April 1st, or earlier if you know that someone in your committee will have travel. The student is in charge of scheduling and leading the meeting. The meeting should be approximately one hour long. General guidelines for the content of a committee meeting are given below (check with your advisor and committee for more guidance):

1. 20-30 minutes: The student will present a summary presentation of research.
2. 10-15 minutes: This will be followed by discussion of future research directions.
3. 5-10 minutes: Discuss the list of courses taken (with grades) and courses planned in these categories
 - a. MS
 - i. core courses (5 credits)
 - ii. courses in concentration (6 credits)
 - iii. additional 7 credits
 - b. PhD
 - i. core courses (5 credits)
 - ii. courses in concentration (6 credits)
 - iii. advanced skills (6 credits)
4. 5-10 minutes: Discuss items relevant to the thesis and graduate program, both completed and planned for future, for example,
 - a. conferences attended and planned
 - b. scholarships (or travel awards) applied for or received
 - c. fieldwork
 - d. training courses
 - e. comprehensive exam schedule (review exam topics identified in the first committee meeting)
5. 10 minutes. Advisor leads discussion of thesis progress.
 - a. This is most effective if advisor brings a few notes to guide the conversation.
 - b. Committee highlights positives and discusses any issues.
 - c. These positives and issues are briefly summarized by the Committee Chair(s) for the student in an email shortly after the meeting.
 - d. For any issues brought up, concrete steps towards improvement should be provided.

Paperwork

1. The required 2-5 page summary should be sent to the committee at least a week before the committee meeting. The UAF graduate school provides guidelines for this report.
2. All papers to be signed by the committee members should be brought to the meeting.
3. The subject areas for the comprehensive exam are determined at the first committee meeting, but they can be changed later with committee approval.

Sometimes committee meetings can get sidetracked with discussion of research topics that go beyond the time suggested above. That might be a sign that calling more frequent committee meetings specifically to discuss progress in research would be worthwhile. **A student should always feel able to arrange to discuss research with their committee members, either singly or as a group.**

Students are welcomed to provide positive and constructive feedback to the committee about whether their needs for advising and mentoring are being met. This can be done during the meeting in a similar fashion to number 6 above if everyone agrees or through an alternative process (such as the student meeting one-on-one with the department chair). Currently there is no formal process for student-to-committee feedback.