

GENERAL GUIDELINES FOR GRADUATE COMMITTEE MEETINGS DEPARTMENT OF INFECTIOUS DISEASES

Doctoral students should have (at least) one meeting per year that they are in the program, while master's students should have at 3 of the meetings indicated below (the first, fourth and last meetings). Students are responsible to bring the necessary forms to their committee meetings so that faculty can sign them. Signed forms should be returned to the graduate assistant to be copied and forwarded to the Graduate School. All forms may be downloaded for the Graduate School's web site:

http://www.uga.edu/gradschool/forms&publications/currentstudent_forms.html

First Meeting

This is an introductory meeting where a student needs to tell the committee the general direction of his/her research as well as the classes taken. This meeting should last no longer than 60 minutes.

It is useful for the student to have a folder with his/her name to give to each committee member so that faculty can take something with them to file. In the folder, the student should have a series of typed pages stapled together.

- First page should include the date, name of the student, degree objective and committee composition (clearly indicate major professor).
- Second page should have the meeting agenda (agenda should include introductions, student start date, course work and research).
- Third page should have an outline of classes taken and course work planned for the future by the student and major professor. This is not a program of study but rather a list of main course work. For ex: CBIO 6100: Immunology; IDIS 8550: Immunology Journal Club; etc). Remember that most faculty will not know the identity of each class (i.e.BCMB 8020) so you have to spell it out to make it easy. Not included in this outline are the obvious research and seminar hours. Just list the actual courses taken. This makes it easier for the committee members to see the course work you have taken and classes that are necessary to take. During the discussion you will have to take notes about your committee's suggestions about course work you should take that is not included in this outline.
- The fourth and fifth pages are about research. Here the student outlines the general area of research of the lab as well as the specific areas that the student is planning to work on. This commonly does not have a hypothesis stated as such, but rather a plan of action. You may have prepared a power point to explain specific experimental approaches. Make sure you include a page with awards and presentations if you have them (Research Day or outside the College).
- The last page should have a tentative schedule. This will include planned date for next meeting, the submission of a prospectus and written and oral exam. Rather than specific dates, you have to be able to say by the fall/spring 200...or by the end of the year, etc. It

is important that the committee speaks their mind about your class work early on so you will have taken all courses expected to help answer written prelim questions. So, ideally, you will have taken all expected classes to be able to answer prelim questions from your committee members.

Last, you should bring the Advisory Committee and Preliminary Program of Study forms filled out for your committee to sign. Signed forms must be returned to the graduate assistant who will make copies and forward them to the Graduate School.

Second Meeting

Bring your written plan for the meeting and copies for each committee member. You should start every meeting by reading off your pages. Title: 2nd committee meeting for ... and the meeting agenda so professors know what you plan to accomplish in this meeting. Be ready and minimize wasting time, yours and everyone else's. Your agenda has to include research accomplishments course work and time line for orals/prospectus.

This is a planning meeting that should be mostly research. Here you will present a power point presentation with background, your preliminary data, results, hypothesis and objectives. This will be the meeting where you plan your prospectus. Again, it is useful to provide your committee members with copies of the power point to make notes and to add to the folder you gave them the first time around. Make sure you have a page with meetings attended, research presented, etc.

Have your Program of Study ready to be signed and make sure your committee members understand the classes you have taken so they can plan questions for your preliminary exam.

Specify the dates to hand out your prospectus and to take your written and oral preliminary exams. Write down the actual dates. Specify the format (open book/computer available/ etc). Most importantly, ask your committee if there are specific areas of interest that you need to emphasize in your studies to answer their questions. This minimizes your stress level and makes it all more reasonable to accomplish. Know their expectations before you have the exams. Make sure you plan who is going to ask questions on what day and how are the questions and answers going to be delivered. Some students choose to use email attachment for both; others go through their major professor. There are no set rules other than they have to be taken on consecutive days from each committee member (i.e. you cannot take one a week for 5 weeks). Now you have a date when you will become a PhD candidate. This is after your preliminary exams.

Third Meeting: Oral Exam

You do not need to write an agenda for this meeting because you do not control this meeting. Your committee does. This is usually your oral exam if you have passed your written preliminary test. You need to advise the Graduate School (through email to gradasst@uga.edu) when and where you will be taking your orals with at least 2 weeks notice. There is a set amount of time between your written prelim and your oral exam. You are responsible to reserve a room for at least 3 hours.

Here you will have to defend your written answers that may have been weak. Also, this is the time when you defend your prospectus. You will have provided the committee members with a prospectus with plenty of time for them to read it. In terms of questions, anything goes in an

oral exam. Bring your prospectus in a power point format with a more finalized/better version of your second meeting presentation and include all the suggestions given by committee members.

The only papers you bring to this meeting are the prelim forms that have to be filled by your committee. When you are done you will be asked to leave the room so the committee may make deliberations in your absence. If all goes well, you will be asked back in the room after a few minutes and they will have signed your forms meaning that you passed.

From now on, everything is about your research. Make sure you email your committee members if you are giving presentations that they can attend. Keep them informed about awards, trips, seminars and all that has to do with your progress towards a degree.

Fourth Meeting

This meeting is usually a research progress report with a timeline on what has been accomplished in your objectives and when you plan to finish. Here you will have a power point of your research and you will have to explain in detail all that has been done, when you plan to publish and where, and explain your goals to finish the project. It is important that if you disagree with your major professor about expectations to finish, that you get a clear consensus from your committee of where they stand. You need to clearly understand what is expected of you and what the alternatives will be if you cannot accomplish a certain goal. Set up your target dates for dissertation preparation and delivery to the committee. Be thoughtful and give your committee plenty of time to read. Make sure you set a target day for your final defense because all your committee members need to be present for your final defense. Find out if faculty are leaving on sabbatical, etc so you can plan ahead. Again, avoid surprises.

Last Meeting

This should follow your exit seminar and any questions are allowed. It has to be announced to the Graduate School (via email to gradasst@uga.edu) at least two weeks before it takes place. Bring all the forms to be signed by your committee. This is the day you have been waiting for. Celebrate!!