

Pharmacology Department Student Committee Meeting Progress Report

Committee Meetings must occur at least twice a year (usually January and July). At the July meeting, the student's myIDP must be discussed with the Committee.

Student: Fill out this section.

Student's Name: _____ **Date of Meeting:** _____

Mentor _____
 (Name) (Title) (Department)

Dissertation Topic _____
 (or summary of research) _____

Mentor/Committee: Fill out this section and include comments.

Overall Progress (check one): Excellent Satisfactory Unsatisfactory

For items below, circle E (excellent), S (satisfactory), or U (unsatisfactory)

Effort	E	S	U	Experimental Skills	E	S	U
Analytical Ability	E	S	U	Writing (as applicable)	E	S	U
Presentations	E	S	U	Reading Activity	E	S	U

Committee Comments and Recommendations for Development:

Name of Rigor & Reproducibility (R&R) Representative: _____

Required: Check this box to certify that rigor and reproducibility relating to the student's research project was discussed.

Comments by the Rigor & Reproducibility Representative:

myIDP Certification:

Required at July/summer meeting: Check this box to certify that the student's myIDP (Individual Development Plan) was discussed. The student is responsible for completing myIDP prior to the Committee Meeting (myIDP is available at myidp.sciencecareers.org).

Committee/Mentor/Student: Sign and date below.

Student: Meet with Dr. Harris, obtain his signature, and return this completed form to Jolene Kidd.

The Dissertation Committee must be comprised of four tenured or tenure-track members of the faculty of the Graduate School of Arts & Sciences; one member must have a primary appointment in a department other than Pharmacology; one must be on the Pharmacology Graduate Committee; one will function as the R&R representative; all four members must hold a PhD. While four is the minimum required number of committee members, the Department strongly encourages students to have five faculty members on the committee.

	Name	Signature	Date
1. Mentor	_____	_____	_____
2. Grad Committee Rep	_____	_____	_____
3. R&R Rep	_____	_____	_____
4. Committee Member	_____	_____	_____
5. Committee Member	_____	_____	_____
6. Student	_____	_____	_____
7. Graduate Advisor	Thurl Harris	_____	_____

INDIVIDUAL DEVELOPMENT PLAN CERTIFICATION

The UVA SOM IDP has the following components:

1. **myIDP** (<http://myidp.sciencecareers.org>) – the trainee should complete the web-based myIDP, print out the summary sheet, and discuss the results with a mentor and/or one or more advisors.
2. **Annual Performance Evaluation and Goals** – trainee and mentor independently fill out a performance evaluation and then meet to discuss.
3. Documentation of adequate **progress toward the PhD** (students only) – this will take place through annual (or more frequent) thesis advisory committee meetings and/or meetings with the Director of Graduate Studies (DGS).

This certification is designed to document completion of the first two components; the third component will be completed by the thesis advisory committee and/or DGS and retained in the student's permanent folder.

Please execute the following:

1. Complete an IDP on the myIDP site (<http://myidp.sciencecareers.org>), print out the summary sheet, and discuss the results with your mentor and/or one of more advisors. For the purposes of the IDP, an advisor might be your research mentor, a training grant PI, a DGS, an Assistant/Associate Dean, or another faculty member. Have the advisor(s) sign below.
 - a. Advisor #1: _____ Date _____
 - b. Advisor #2: _____ Date _____
 - c. Advisor #3: _____ Date _____
2. Complete the "Annual Performance Evaluation and Goals," remind your mentor to do the same, and meet to discuss your respective assessments. Student and mentor should sign below.
 - a. Student: _____ Date _____
 - b. Mentor: _____ Date _____

Print/Type Name: _____ Date _____

Signature: _____ Date _____

Submit this certification to your BIMS (students) or departmental (postdocs) administrator no later than October 31 of each year. Completion of this form is a requirement for all students to remain in good standing.