

Protocol for CMDB Student's

ANNUAL RESEARCH PROGRESS EVALUATION (ARPE)

First Distributed October 1, 2006

Updated December 20, 2007

Distributed January 8, 2008

Each CMDB student is required, by both the Graduate Division and the CMDB Program, to have an Annual Research Progress Evaluation (ARPE). This will allow determination of whether the student is making normal and acceptable progress towards completion of her/his Ph.D. dissertation or MS thesis. Each student must hold an annual ARPE meeting with all the members of her/his Advisory /Dissertation Committee in the interval of June 1st – September 15th for each year the student is enrolled. Following the meeting, the student's major professor must prepare a written evaluation to be reviewed and signed by all the Committee members. A copy of this evaluation is to be promptly provided to the student, each Committee member, and also two copies are to be forwarded to the CMDB Student Affairs office (Ms. Kathy Redd) within several days of the scheduled ARPE meeting, but absolutely no later than September 30th. Students who do not complete the ARPE process by October 1st will be declared "not in good standing". These students must schedule a meeting with their Graduate Advisor and propose a plan to fulfill their ARPE requirement in a prompt manner. Students who continue to be classified as "not in good standing" will not be eligible for Teaching Assistant appointment or for financial support from the CMDB Program. Once the Graduate Advisor is satisfied that the ARPE requirement has been met, a recommendation will be made to the Director to restore the student to "good standing" within the program.

After review of the student's ARPE report by the appropriate CMDB Graduate Advisor, the CMDB Student Affairs office will forward the report to the Graduate Division along with an indication of whether the student is "in good standing" or "not in good standing".

General Protocol for ARPE:

The ARPE will be initiated by the student preparing a written report (see details below) and scheduling, several weeks in advance, a time, date and location for the meeting of her/his Advisory Dissertation committee. The report must be distributed by the student to each committee member one week in advance of the scheduled meeting; also two copies should be delivered to the CMDB Student Affairs office (Ms. Kathy Redd). The meeting will be chaired by the student's major professor. At the meeting, the student will make a 25 - 45 minute oral presentation, augmented by slides or other visual aids, if necessary, and answer questions raised by the Committee. The last phase of the meeting will be a private discussion of the Committee members to evaluate the student's annual research progress. The meeting will be concluded by the Committee sharing its conclusions with the student.

Student's Annual Written Research Report:

The student's written research report should not be simply a recapitulation of the student's oral presentation to her/his Advisory Committee. The written research report is a formal document that should be prepared according to the guidelines provided in the paragraphs

below. It must be comprehensive and allow for being understood by a reader who would not attend the student's Advisory Committee presentation. Each student's Annual Research Progress Evaluation written report will be reviewed by the appropriate Graduate Advisor.

Page #1, Background and Introduction: There should be no more than 1 page of Introduction that will allow the reader to understand the context and starting point for this year's research evaluation; literature citations are not needed. The Introduction should conclude with an enumeration of 2-3 key research questions (goals) that will be covered in this year's evaluation.

Pages #2-6, Research Data:, Summarize the key results (both positive and negative) as Figures and Tables using experimental data obtained over the past 12 months. Each Figure and Table should have a title and a legend that will permit the reader to understand the experiment; the extent of legend detail should be similar to that utilized by the Journal of Cell Biology. Also, under each legend, one or two sentences explaining the purpose of the experiment should be provided. The written report is limited to no more than 5 pages of data presentation; additional results may be included in the student's verbal presentation. No narrative of the results, discussion or reference citations should be included in the report.

Page #7, Major Points: Following the Research Data pages, a list of the significant conclusions revealed or supported by the experimental data should be written. Each conclusion or point should be limited to no more than two sentences. These points may be verbally and graphically amplified and discussed in the student's oral presentation. Collectively, they should answer the question "What have you learned in the past 12 months?" This page should be concluded with an enumeration of 2-4 research goals for the following year.

Page #8, Additional Information on the Student: All information solicited here pertains to the previous 12 months. Provide the following information on a page titled "Additional Student Information". (a) List the courses you completed with their grades. (b) Indicate whether you completed your written qualifying exam (date) or oral qualifying exam (date). (c) List any scientific papers or abstracts that you authored or co-authored that were formally published; provide a complete citation using the reference style of the Journal of Cell Biology. (d) List any scientific meetings that you attended; list the name of the meeting and where it was held, the approximate number of attendees and describe your contribution(s) (platform talk, poster, observer, etc.). (e) List any awards you have received.

Instructions for Student Preparation of the ARPE Report

The ARPE document should be typed in font 11 or 12 (with each page numbered in the lower right corner). A Header for each page should list the students first and last name and the scheduled date and location of the Advisory/Dissertation Committee meeting. The ARPE report should be personally handed out by the student to each Committee member and to the CMDB Student Affairs office (Ms. Kathy Redd) at least one week in advance of the scheduled

meeting. The student is responsible for scheduling the ARPE meeting and reserving a room for the meeting. Also the student should send an e-mail reminder to each Committee member 24 hours in advance.

ARPE Advisory Committee Written Report:

The student's Major Professor, acting as Chair of the Advisory/Dissertation Committee is responsible for preparing the required formal written report concerning the students Annual Research Progress Evaluation. It should provide the following information.

- (a) The report should be in the format of a memo addressed to the student's Graduate Advisor.
- (b) Date of the student's Research presentation and identification of the Committee members.
- (c) A characterization of the student's research performance over the past year using one of the following four descriptors (**Strong Performance; Average Performance; Room for Improvement; Unsatisfactory Performance**).
- (d) A summary in 1-2 paragraphs of the strengths of the student, areas that need attention by the student, an assessment of the degree-of-difficulty of the research project, and any other information or issues that bear upon the Committees assessment of the student's research progress over the past 12 months.
- (e) The report should also state whether the student is making 'normal progress to the degree' or whether there is some concern.
- (f) All Committee members must sign the report.
- (g) Copies of the signed report must be given to the student and each Committee member and two copies forwarded to Ms. Kathy Redd in the CMDB Student Affairs office.