

**DEPARTMENT OF INTEGRATIVE BIOLOGY
ADVISORY COMMITTEE REPORT FOR SECOND-YEAR STUDENTS**

Student Name: _____

Meeting Date: _____

SID: _____

Year Entered: _____

The *Advisory Committee* (student’s faculty mentor plus two other faculty, at least one from IB) needs to meet with second year students early in the fall semester to give advice for the year and preparing for Qualifying Exam.

Virtual/remote meetings and digital signatures are accepted. Final Deadline: October 1st by 5pm.

STUDENT: PRIOR TO THE MEETING

Meet with your three faculty members. Be sure to provide all members of your committee copies of the items listed below *before* you meet with them (it’s best to provide a live Google doc so that you can link to it in the chat of your Zoom meeting in case they need to review it while you meet). After your meeting, a signed report (attach the items listed below) is due to your cohort’s Graduate Advisor, so that they can review and approve. The final signed form and associated materials need to be emailed to Monica Albe at ibgradsao@berkeley.edu by October 1.

- 1) Notes regarding your progress towards your degree this past year. What were your obstacles?
- 2) Attach a 2-page current dissertation plan (including questions, hypotheses, goals, proposed chapters and your progress to date) Please refer to this [optional template](#) as a starting point.
- 3) Attach a timeline to completion – include things like proposed monthly or quarterly accomplishments.
- 4) Planned date, and proposed QE committee members and subject areas to be covered.

COMMITTEE MEMBERS PLEASE COMPLETE AT MEETING:

- Progress is:
- Excellent (exceeds expectations for a student at their stage/dissertation will be strong)
 - Very Good (meeting expectations/dissertation likely to be strong)
 - Satisfactory (meets expectations/some uncertainty about dissertation topic or progress)
 - Borderline (partially meets expectations/progress needs to be accelerated)
 - Inadequate (not meeting expectations/warning letter will be sent)

In a google doc, or attached piece of paper:

- Describe the student’s dissertation plans and progress.
- What advice was given for areas to cover in the QE, and QE preparation?
- Suggestions for QE committee members?
- Any recommendations for grants/fellowships the student should pursue this next year?
- Any recommendations for conferences the student could attend/present at?

The student needs to follow up by contacting prospective QE committee members, setting a date, and filing the QE form by Oct 15. (Student, please attach the additional notes/feedback from the meeting to your report.)

ADVISORY COMMITTEE MEMBER SIGNATURES

If you meet via Zoom, you may take a screenshot showing the faculty participants with a "thumbs up" in place of signatures.

Student’s Faculty Mentor Signature: _____

2nd IB Faculty Member Signature: _____

3rd Faculty Member Signature: _____

Dept (if outside IB): _____

..... Below: for your cohort’s Grad Advisor, to review your packet and sign

IB Advisor for 2nd Year Grad Students: _____

Date: _____

The final signed packet needs to be emailed to Monica Albe at ibgradsao@berkeley.edu by Oct 1.