

**DEPARTMENT OF INTEGRATIVE BIOLOGY  
ADVISORY COMMITTEE REPORT FOR FIRST-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 incoming students early in the semester, ideally before the student's Fall course schedule has been finalized.

**The goal is to decide on classwork and other preparation for your first year.**

Virtual/remote meetings and digital signatures are accepted. Final Deadline: September 15.

**STUDENT: ASSEMBLE PRIOR TO MEETING**

1. Your CV.
2. List of relevant courses you have taken before coming to Berkeley.
3. What classes are you thinking about taking during the upcoming Fall and Spring semesters?
4. What are the rough topics you hope to pursue in your dissertation research, and what tools do you think you will use?

Be sure to provide all members of your committee copies of the listed items *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 and comment while you meet).

**COMMITTEE MEMBERS PROVIDE INPUT AT MEETING:**

Meet with your three faculty members. **In a shared google doc, have the faculty provide input on:**

- Recommend classes
- Other preparation to prepare the student for the qualifying exam next year
- Recommendations for the student as they are beginning their dissertation research?
- Any recommendations for grants/fellowships the student should pursue this next year?
- Any recommendations for conferences the student could attend/present at?
- Get the faculty members signatures on this cover sheet (see below)

**STUDENT: ASSEMBLE AFTER MEETING**

Incorporating faculty input:

1. Create Fall & Spring plan that includes the courses you'll be taking.
2. Create a rough outline of topics and resources needed for your planned dissertation research.
3. Attach the faculty notes from the meeting with any recommendations.
4. Attach your CV and prior course experience.
5. Using this sheet as a cover sheet, get the packet signed by your advisory committee members and then your cohort advisor

**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: \_\_\_\_\_

2<sup>nd</sup> IB Faculty Member Signature: \_\_\_\_\_

3<sup>rd</sup> Faculty Member Signature: \_\_\_\_\_

Dept (if outside IB): \_\_\_\_\_

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

IB Advisor for 1st Year Grad Students: \_\_\_\_\_

Date: \_\_\_\_\_

**The final signed packet needs to be emailed to Monica Albe at [ibgradsao@berkeley.edu](mailto:ibgradsao@berkeley.edu) by Sep 15.**