

**DEPARTMENT OF INTEGRATIVE BIOLOGY
DISSERTATION COMMITTEE REPORT FOR FOURTH-YEAR STUDENTS**

Student Name: _____

Meeting Date: _____

SID: _____

Year Entered: _____

Your *Dissertation Committee* meets with you in the fall semester to review your progress and provide advice for this next academic year. Virtual/remote meetings and digital signatures are accepted. Final Deadline: December 1st by 5pm.

STUDENT: PRIOR TO THE MEETING

Meet with your committee 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 December 1.

- 1) Complete the [IB Annual Review Survey](#).
- 2) Generate a [CalCentral Academic Progress Report](#) (ask Monica if you are unsure how to do this).
- 3) Your current dissertation outline/prospectus (broken down by chapters, give progress for each).
- 4) A timeline to completion – include things like proposed monthly accomplishments.
- 5) Give your expected date of graduation. (Please make sure your expected graduation date “EGT” is up to date in CalCentral.)

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 progress on their dissertation this year.
- Itemize the remaining requirements for the dissertation and note suggestions for overcoming obstacles.
- Any recommendations for grants/fellowships the student should pursue this next year?
- Any recommendations for conferences the student could attend/present at?

(Student, please attach the additional notes/feedback from the meeting to your report.)

DISSERTATION 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: _____

Other faculty member signatures:

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

IB Advisor for 4th Year Grad Students: _____

Date: _____

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