**2nd – Nth Ph.D. Guidance Committee Meeting Report Form**

Department of Computational Mathematics, Science and Engineering

**After form is completed:** Return to Heather Johnson in 1501 Engineering Building or via email to [john1451@msu.edu](mailto:john1451@msu.edu). *The CMSE graduate director’s signature is not necessary before submission of the form; we will take care of that after you return the form.*

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Guidance Committee meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Research Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Progress:** Satisfactory

Not satisfactory, Explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Summary of progress since the last guidance committee meeting:**

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**Goals for the next year:**

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**Progress and continuing support recommendation (to be filled out by committee chairperson):**

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**Approved by the Guidance Committee:**

**Name (PRINTED)**  **Signature:**

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**Student Signature**   **CMSE Graduate Director Signature**

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**Consult your adviser before answering the following questions**

Describe the policies or criteria that will determine authorship for any paper(s) for which you are

currently or have been working. Include how the ordering of authors will be determined.

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Describe the steps you take to make sure your work is as reproducible as possible. This would include

documenting codes, maintaining lab notebooks, etc.

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What Responsible Conduct of Research (RCR) have you completed in the past academic year?

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