

COMMITTEE MEETINGS

First committee meeting

- A good time is directly following the initial student seminar (although this is not always possible).
- At this meeting the committee will elect a chairperson (not the mentor but preferably a MIP faculty member), who is responsible for the conduct of committee meetings and oversees preparation of meeting reports.
- Meetings should occur, at a minimum, every 6 months.
- The student must provide a report to all committee members **at least 3 days before** the committee meeting.*
- As soon as possible following the committee meeting, a report will be prepared by the committee.** This will be submitted to mipgrad@lsuhsc.edu for student records and a copy sent to the student and mentor.

*** Written requirements of student prior to meeting:**

- a “Specific Aims-style” document of one page in length, including a short introduction of subject area; the significance of project, and specific aims of project. This documents should be in NIH style but can be less formal, e.g. bullet form.
- a 1 to 2- page progress report describing work accomplished since the previous meeting. This must address each of the 6-month goals stated in the previous committee report and should NOT be replaced by a copy of any powerpoint/ seminar presentation.
- goals for the next 6 – month period.

**** Written assessment by committee after meeting – as soon as possible after each committee meeting,** a report will be prepared by the committee and should include assessment of:

- the level of understanding of the project and related methods as reflected by the ability of student to present and discuss all aspects of the work.
- satisfactory completion of 6 month goals (or appropriate effort made).
- goals and expectations for the next 6 month period
- the potential of the work for publication

The preparation of the committee report is coordinated by the committee chair. The final content, which may be discussed with the student and mentor, is agreed to by committee members. The report should be completed as soon as possible after the committee meeting and emailed to the student, the mentor and to: mipgrad@lsuhsc.edu

If the committee believes that the student is not making good effort towards the defined 6-month goals at two consecutive committee meetings, then this may represent sufficient reason for dismissal of the student from the program. If this situation arises, it will be discussed first with the Department Head.