

## ANNUAL COMMITTEE MEETING INSTRUCTIONS: STUDENT

Annual meetings should take place before August 31 each academic year.

Students are required to do the following before the meeting:

- Schedule the meeting and report the meeting date to the Graduate Program Manager.
- Complete the Annual Meeting Form and send a PDF copy to your thesis committee and the Graduate Program Manager one week in advance of your meeting.
- Choose a meeting chair. Students should ask their meeting chair ahead of time and send them the meeting chair instructions and form. Students should also send the name of the meeting chair to the Graduate Program Manager.
- Prepare a ~30-minute presentation providing an update on your progress, restate your aims (or changes made to the original aims), and provide a plan for future directions and a timeline for completion through graduation.

### Complete the Annual Meeting form:

	Logon to the Annual Meeting Form with your netid: <a href="https://grad.genetics.wisc.edu/PORTAL/form_info_0.php">https://grad.genetics.wisc.edu/PORTAL/form_info_0.php</a>
SECTION 1	<u>Share your Prior Course Requirements (for first-year students only)</u> During your certification meeting your committee will review your prior coursework to help them to determine which (if any) additional coursework they would like you to take at UW-Madison. You should include course numbers, titles, credits, institutions and dates for each of the courses listed. Use the UW-Madison course catalog to determine which of your courses may be equivalent to Genetics 466, 467/468 or Biochem 501.
SECTION 2	<u>Declare your PhD Minor Requirements (for first-year students only)</u> Choose the minor option that you plan to pursue. A <b>specified doctoral minor</b> is one that you will complete with another department. See doctoral minors in the UW-Madison Guide. This requires approval of the minor program. A <b>distributed doctoral minor in Genetics</b> is one in which you complete a minor utilizing the coursework you are already taking in Genetics.
SECTION 3	<u>Update Committee Members</u> Enter or update the members of your committee. If you have already entered them, they look correct on this page, and there are no changes, you do not need to do anything additional. If you change one of them, the system will add that person and remove the previous member.
SECTION 4	<u>Add Committee Meeting</u> *Note- information previously reported will show in the blue boxes. Add your committee meeting date. Please prepare your responses in a separate program like Word ahead of time, the database will not save your responses if you close it in the middle. Update your proposed title (as appropriate)

	<p>Write a progress report that summarizes your progress over the last 12 months. List your professional/career goals. (Note: you should complete a separate IDP and discuss it with your mentor.)</p> <p>Reflect on your progress on your professional/career goals from the last year. Share your post-graduate professional plans (Required for 5<sup>th</sup> year and above).</p>
SECTION 5	<p><u>Update Your Publications</u></p> <p>Add any publications from the last 12 months. Enter information in detail including PMID. If your publication does not have a PMID, please email Martha.</p>
SECTION 6	<p><u>Add Professional Development Activities</u></p> <p>Add any professional development activities that you participated in during the last 12 months. Professional development can include non-conference presentations, courses, awards, mentoring, internships, outreach, teaching, workshops, and more! Previous entries will show in the blue box at the top.</p>
SECTION 7	<p><u>Add Conferences</u></p> <p>Include conferences attended over the last 12 months. Include all information. Conferences previously entered with show up in the blue box at the top.</p>
	<p><u>Create Committee Meeting Form</u></p> <p>This section will put together the information you entered with information already in the database for you. If any of the information is incorrect, please contact Martha. Save this form as a PDF to send to your committee (instructions are linked if you need them).</p>