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# International Max Planck Research School for Brain and Behavior

# Graduate Student Progress Evaluation

***Purpose of the Progress Evaluation Report:*** It is in the best interest of both students and PIs that thesis-directed research moves forward in a timely and well thought-out manner. Therefore, the Thesis Advisory Committee (TAC) will meet annually to ensure that the thesis project is still on schedule and directed toward a thesis-worthy body of work. This form exists to structure the discussion of students’ thesis research progress. In addition, the form provides a record of past performance and recommendations for future development of the student.

***Instructions for PhD Students:***  Please email this form, with **Parts A and B** completed, to all members of your TAC **not later than 3 work days prior** to your scheduled oral progress report meeting. Bring a printed copy to the progress meeting. You should fill in **Parts A and B** with the help and advice of your primary supervisor. The grey text is only an example; delete it and replace with your own information. Use as much space as you need, yet you should be succinct and concise in your responses. Be prepared to explain your research plans, goals, and timeline for the next year and the reasoning behind the experiments you propose. If you have evaluation forms from previous Progress Meetings, please bring them with you.

***Progress Meeting Agenda:***

* PhD student presents a ~20 minute oral report on current thesis progress, and their experimental plans and timeline for the next 12 months.
* Open discussion with TAC
* If needed, discuss research obstacles and suggest alternate approaches
* Students leaves the room, primary supervisor has a discussion with the rest of TAC
* Primary supervisor leaves the room, student has a discussion with the rest of TAC
* TAC discusses the student’s progress

***Submission of Progress Evaluation Report:*** After reviewing the results of this progress report with the primary supervisor, it is the responsibility of the student to upload a signed copy to the IMPRS online system. The original form should be kept by the student and brought to subsequent Progress Report meetings. It is also the student’s responsibility to ensure that all host university requirements are met with regard to scheduling the TAC Annual Meeting and submitting the TAC progress report to the appropriate offices.

***Important Note for PhD students at MPINB:*** It is the responsibility of the student to send a signed copy to the HR Department after each TAC meeting. The TAC reports are taken into consideration by the HR and the Managing Director in matters of contract extensions.


# International Max Planck Research School for Brain and Behavior

# Graduate Student Progress Evaluation Report –TAC Meeting

**PART A: TO BE COMPLETED BY THE PHD STUDENT BEFORE THE THESIS COMMITTEE MEETING**

IMPRS PhD Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PhD Starting date: \_\_\_\_\_\_\_\_\_\_\_

Registered university and faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University enrollment month/year: \_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TAC members:

1.)

2.)

3.)

4.)

5.)

Date of TAC meeting: \_\_\_\_\_\_\_\_\_\_\_\_ Date of last TAC meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_

TAC Progress Report number: \_\_

**PART B: TO BE COMPLETED BY THE STUDENT BEFORE THE THESIS COMMITTEE MEETING**

**PROGRESS SINCE LAST COMMITTEE MEETING**

1. **Fill in sections A-F.** Retain the header and type on the space provided under each section as appropriate. Enter N/A if no information is provided.
2. **Course / Seminars:** List completion or participation in required courses and/or seminars.
3. **Presentations:** List abstracts or posters presented during the project year. Include internal and external presentations/seminars.
4. **Manuscripts:** List manuscripts submitted/accepted or published during the project year. Give details on author citations/journals etc. as applicable.
5. **Awards / Grants:** List any awards or grants received or applied for since the last TAC meeting.
6. **Other:** Include anything else you feel is relevant to an evaluation of your performance in the program.
7. **Research Progress:** Summarize your research accomplishments in the 12 months since the last TAC meeting. List the goals set at the previous TAC meeting. For each goal comment on whether it was reached, and if not reached, why not.

Example:

Project A: electrophysiology

* Uncovered a positive, feed-forward loop driving activity of hilar interneurons
* Increased “n” to levels acceptable for publication
* Completed control experiments with pharmacology to ensure the effect is specific…
* Have begun preparing figures for manuscript

Project B: animal model development

* Tested specificity of virus-driven expression of GFP, both false-positive and false-negative expression will be checked with immunos: result is that the virus is only expressed in PV cells (<3% false-positive) but many PV cells do not express GFP (67% false negative)
* Breeding colonies have been established for generating the required numbers of animals for behavioural experiments.
1. **Goals/Tasks:** List goals and tasks and explain how you intend to reach goals and fulfill tasks before the next TAC meeting.

Example:

Project A: electrophysiology

* Begin recordings from virus injected animals to identify the cells types of GFP+ cells. Goal: 10 cells from at least 3 animals with proper controls for ChR2 activation.
* Control experiments in wt animals showing the pharmacological block of DA input. Goal: 20 cells with 3 different drugs
* Train new graduate student on using my ephys set-up; this also means that my recording time will decrease as I will begin to share the set-up.

Project B: animal model development

* Complete the pilot testing of at least 20 wt animals in the water maze task.
* Once the training parameters are validated, then training of 5 virus injected animals per week will begin.
* Anticipate completion of the behavioural testing by our next meeting, with >10 animals in both control and treatment groups
1. **Anticipated Timeline:** Lay out an anticipated timeline for the next 12 months of your project. Are there decision points that will change the direction or content of the thesis project? Mark the most important steps with an **\*** or in **BOLD**. Replace the examples in the table below with your timeline plan.

|  |  |
| --- | --- |
| **Timeline** | **Months** |
| Project Steps for next year | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| Project A: Electrophysiology |  |  |  |  |  |  |  |  |  |  |  |  |
| * Recordings from virus injected animals
 |  |  |  |  |  |  |  |  |  |  |  |
| * Control pharmacology with 3 drugs
 |  |  |  |  |  |  |  |  |  |  |  |  |
| * Develop analysis method for field potentials
 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project B: Animal model development |  |  |  |  |  |  |  |  |  |  |  |  |
| * Train wt animals in water maze task
 |  |  |  |  |  |  |  |  |  |  |  |  |
| * Inject virus into test animals
 |  |  |  |  |  |  |  |  |  |  |  |  |
| * Train test animals in water maze
 |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

**Comments / Contingencies** (continue on next page if necessary):

**PART C: TO BE COMPLETED BY THE TAC AT THE COMMITTEE MEETING**

**ASSESSMENT**

**Student’s current status**: PhD 1st year [ ]  2nd year [ ]  3rd year [ ]  4th year [ ]  5th+ year [ ]

1. **Research progress**: Comment on the progress of the thesis project since the last TAC meeting and the oral presentation. Briefly describe the research activities conducted by the student during the project year. If any deficiencies are noted, list proposed recommendations to rectify along with a specific time frame.
If this is the first TAC meeting, please comment on the proposed project.
2. **Feedback on presentation:** Please provide feedback on the PhD student’s presentation (e.g. on preparedness, delivery, … )
3. **If the PhD student is in their 4th year or beyond – Defense of Thesis Proposal Recommendation:**We, the TAC, recommend that this student is ready to present and defend their work for a doctoral degree.

[ ]  Yes. Planned defense date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  No (with explanation): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Approximately how long until the thesis will be completed?** (2+ years, 1-2 years, <1 year)
2. **What are the PhD student’s post-graduation career plans?** Discuss and give advice or support where possible (for PhD students in and beyond their 3rd year).
3. **The TAC recommends that the next TAC meeting should take place in**[ ]  12 months [ ]  6 months [ ]  other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
[ ]  This was the final TAC meeting.
4. **Other comments**

**PART D: TO BE COMPLETED BY THE TAC AND PHD STUDENT AT THE COMMITTEE MEETING**

**ENDORSEMENTS**

PhD Student: I have read this progress report and agree to comply with the recommendations, goals, and timeline.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

 PhD Student’s Name PhD Student’s Signature Date

**TAC: I acknowledge that I have read this Status Report and endorse the goals and timeline described herein.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

 Primary Supervisor’s Name Primary Supervisor’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

 TAC Chair TAC Chair’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

 TAC Member TAC Member’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

 TAC Member TAC Member’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

 TAC Member TAC Member’s Signature Date