



# Year 2 Fall Graduate Student Status Report

(Students >1 year and <1.5 years after matriculation)

This form is submitted to [gsbs-forms@bcm.edu](mailto:gsbs-forms@bcm.edu) or in the Graduate School dropbox in Room N204

Student Name: \_\_\_\_\_ BCM ID #: \_\_\_\_\_

Graduate Program: \_\_\_\_\_ Matriculation Year: \_\_\_\_\_

Meeting Date: \_\_\_\_\_ Are you in the MD/PhD program? ☐ Yes ☐ No

Has this student been previously been approved for a leave-of-absence? ☐ Yes ☐ No If yes, for what dates? \_\_\_\_\_

	Yes	No		Yes	No
Is the status report clearly written?			Was the Individual Development Plan discussed?		
Was the oral presentation clear?			Is Rigor & Reproducibility addressed?		
Is the Experimental Plan agreed to?			Is the Publication Report attached?		
Was the progress satisfactory?			Is the Academic & Grant Awards Report attached?		

Explanations and Comments for Items Above Marked No (continue on additional sheet(s) if necessary)

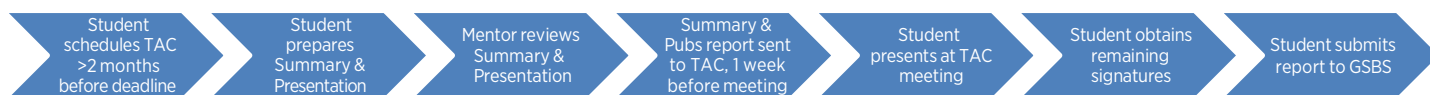
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## Required Approvals\* before Submission

\*My signature denotes that I approve the summary and explanations above (a member or student may attach a minority report to this document if they dissent from the majority opinion).

	Printed Name	Signature	Date	Present	Not Present
Student:					
Major Advisor:					
Committee Members:					
Reporting Member:					
Graduate Prog. Director:					

## INSTRUCTIONS FOR STATUS REPORT - YEAR 2 FALL



**Submission:** (See section 9.4 of the GSBS Policy). Thesis Advisory Committee (TAC) meetings may be held at any time between July 1 and the December deadline. Status reports are due in the Graduate School by 5:00 pm on the last business day preceding December 24. There are no extensions of these deadlines except under extraordinary circumstances approved by the Dean. Academic consequences and fines for delinquent reports are found in section 9.4.6.

Once a Thesis Advisory Committee (TAC) has been appointed, status report meetings (except under the special circumstances described in Section 9.4.7) must include the Major Advisor, Reporting Member and at least two additional members of the TAC (total of 4), but all members must review and sign the status report. It is the responsibility of the student to schedule and hold the TAC meeting so that they are completed before the deadlines. Since scheduling difficulties may be encountered, the student should begin arranging the meeting significantly in advance of the deadlines. A committee member (including the mentor) may be present through teleconferencing or video conferencing arrangements. If the TAC has not been appointed, only student, mentor and program director signatures are required.

### **Initial Status Report** (Year 2-Fall: Students >1 year and < 1.5 years after matriculation)

At the first meeting (Year 2, Fall), the student should present to the committee a brief introduction to the research they have done so far, show any significant experimental accomplishments or problems, and discuss with the committee ways in which the project(s) might mature into a dissertation project. The purpose of this is to help the student prepare for the more extensive presentation of a potential thesis topic at the Year 2-Spring status report meeting. Students should be prepared to discuss Rigor & Reproducibility with respect to their project's experimental design and authentication of key biological and/or chemical resources (e.g. cell lines, antibodies, specialty chemicals, other biologics).

#### Every Status Report must include:

1. Signature Page: completed and signed
2. Summary – Research Progress & Plans: see below
3. Publication and Awards Report - [Status Reports \(bcm.edu\)](http://bcm.edu)
4. A short written summary (1 page) should be prepared by the student as a component of their Status Report. It is the responsibility of the student to provide the report to the mentor so that he/she has adequate time to read it before its distribution to the committee. It is the responsibility of the mentor to read and discuss the summary with the student before it is distributed to the members of the thesis committee. It is also the student's responsibility to provide the report to the committee at least one week before the meeting so that they have adequate time to read it in advance of the TAC meeting. The report should be attached to the completed Student Status Report Signature Page. In addition, an updated and complete Publications and Awards form must be reviewed by the TAC at each meeting and submitted with every Status Report. It is recommended that the student retain an e-copy of the Publications & Awards from that can be easily updated at each subsequent TAC meeting.

#### The summary should include:

1. Introduction and significance
2. Experiments completed to date
3. List of experimental goals for the next six months
4. List of publications and publication plans (if any)
  - A. Publications
  - B. Papers in press
  - C. Unpublished manuscripts
    - i. List and/or description of completed figures
    - ii. List of experiments and/or figures remaining to be done and estimated dates of completion
    - iii. Status of draft manuscript, including date completed or expected completion date
    - iv. Anticipated submission date

## Individual Development Plan

The individual development plan (IDP) is a guided process with associated tools designed to support students in creating objectives around acquiring skills, abilities and experiences that will aid them in reaching their *training* and *career goals*. The IDP Instructions for Students in Year 2 can be found on the next page. A completed and signed Verification of IDP Review must be submitted with your status report or it will be considered to be incomplete. Additional information, including the full IDP Guidelines and IDP Form can be located on the GSBS IDP webpage: <https://www.bcm.edu/education/graduate-school-of-biomedical-sciences/curriculum/individual-development-plan>

## IDP Instructions for Students in Year 2



### Step 1: Reflection and Assessment

Complete the **Student Core Competencies Assessment** to help you assess the skills you have developed and need to develop further. Have your advisor and others as appropriate complete the assessment too.

Faculty advisor completes the **Student Core Competencies Assessment (in IDP Guide)** and returns to the student.



**Complete Part 1 of the IDP tool** reflecting on your progress on goals and development over the past year.

Review **Guiding Questions for Graduate Students** for your year to identify what skills and competencies might be most important to reach your goals and objectives for the upcoming training year. Note questions you want to discuss with your advisor and others.



### Step 2: Identify Goals and Create an Action Plan

**Complete Part 2: Your Action Plan.** Identify the 3-4 most important goals for your graduate training and career development for the next year based on your reflection and assessment in Step 1.



### Step 3: Review IDP with Your Advisor

**Discuss Part 1 and Share Part 2 of your IDP with your advisor.**

- Celebrate achievements and address how to meet the challenges.
- Discuss any significant differences in skill assessments between your and other's evaluation.
- Discuss **Guiding Questions for Graduate Students** that stood out for either of you.
- Review **Action Plan** goals together, and what changes you may make based on the conversation with your advisor.

Faculty advisor reviews **Guiding Questions for Graduate Students (in IDP Guide)** and notes questions they want to discuss with their student.



**Step 4: Complete the Attestation (Part 3 of the IDP) with your and your advisor's signature and submit the Attestation Page with your Year 2 fall and spring status reports.**



## Part 3: Verification of IDP Review

### Instructions

**Students in Year 2:** Complete the Attestation below with your and your advisor's signature and submit it with your Year 2 fall and spring status reports.

**Students in Year 3+:** Submit a copy of the **IDP Update slides** (model template in IDP Guide) shared at your TAC committee meetings with your progress report. You do not have to submit the Attestation with signatures.

### IDP Review Attestation:

We have reviewed the Individual Development Plan. Training and career goals were mutually discussed and selected for the coming review period

Student Signature:

Advisor Signature:

Student ID:

Date of IDP Discussion:

Graduate Program: