PATHOLOGY AND LABORATORY MEDICINE

MINUTES OF INITIAL SUPERVISORY COMMITTEE MEETING

This form is to be downloaded and complete by the Committee Chair during or immediately after the meeting, saved, and sent to the entire committee, including the student and supervisor, with a c.c. to the PALM GS Program Coordinator at [heather.cheadle@pathology.ubc.ca](mailto:heather.cheadle@pathology.ubc.ca) within 4 business days of the meeting.

STUDENT DATE

PROGRAM TIME

PLACE

|  |  |  |
| --- | --- | --- |
| PRESENT |  |  |
| SUPERVISOR | CHAIR | STUDENT |

This report is for the initial supervisory committee meeting that is normally conducted after 3 months in the PALM graduate program. The purpose is to fast track the committees’ development and to review ideas for the research and the academic plan for the student.

1. Courses (Review and finalization of course plan, provided by student in advance of meeting):
   1. ENROLLED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. PLANNED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   3. RECOMMENDED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   4. DISCUSS THE IMPORTANCE/VALUE OF
      * *Graduate pathways to success*
      * *Professional Advancement learning Series (PALS)*
2. Research progress (no detailed report or presentation required at initial meeting):
   1. GENERIC WORKING TITLE OF PROJECT

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* 1. MILESTONES ALREADY ACHIEVED (IF ANY)

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1. Proposed Committee members:

SUPERVISOR CHAIR

PATHOLOGY FACULTY

NON PATHOLOGY FACULTY

OTHER

1. The supervisor/student expectations document should be reviewed and signed by both. The following should be highlighted:

* *necessity for the students to familiarize themselves with UILO policies on Intellectual Property*

1. Awards: *please list any awards that the student currently holds*
2. Next meeting: Aim for a full meeting (including presentation of a full research proposal for reviewand approval by the committee) before June 14th of the following year.

DATE OF NEXT

MEETING (For MSc Students this should be w/in 6 months)

CHAIR’S SUMMARY AND OBSERVATIONS/FLAGS

SIGNED, (CHAIR)

DATE