**CMB SEMESTER REPORT –**

***CANDIDATE (FALL/WINTER) – Part 1 of 2***

*(Student/mentor should meet to discuss - due last week of every Fall and Winter semester)*

**BASIC INFO**

**Student Name: Mentor Name:**

**Submitting for**: [ ]  Fall OR [ ]  Winter

**Dissertation Title:**

**GRADES**

**Semester Grade**: [ ]  Satisfactory (S) [ ]  Unsatisfactory (U)

**For this semester, please confirm that you entered this student’s grade into Wolverine Access:**

[ ]  Yes

[ ]  I am having some trouble and need assistance *(Note, admins cannot enter grades for mentors; but we can help you troubleshoot/get the Registrar’s Office to assist)*

[ ]  I have some concerns and would like to discuss with CMB leadership first (e.g. remediation, etc.)

**PROGRAM MILESTONES AND PROFESSIONAL DEVELOPMENT**

*Please fill out the CMB program timeline below for candidates. Is the student on track?*

**Required Benchmarks Target Actual Date/Semester**

[*IDP*](https://myidp.sciencecareers.org/?AspxAutoDetectCookieSupport=1) *updated this year*  Annually (By August) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Attend 4 CMB defenses this year* Annually (Sept-August)

 Defense 1: \_\_\_\_\_\_\_\_\_ Defense 2: \_\_\_\_\_\_\_\_\_ Defense 3: \_\_\_\_\_\_\_\_\_ Defense 4: \_\_\_\_\_\_\_\_\_

*1 semester of teaching (GSI)*  By Year 4/G3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Student’s last RCR training date(s)* Required Every 4 Years\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*2 years of service on a CMB committee* By Defense \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*One 1st-author research publication submitted* By Defense PMID # or other identifying info:

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

*Take CMB 630 (short course) 4 times* By Defense

Semester 1: \_\_\_\_\_\_\_\_\_ Semester 2: \_\_\_\_\_\_\_\_\_ Semester 3: \_\_\_\_\_\_\_\_\_ Semester 4: \_\_\_\_\_\_\_\_

**CMB SEMESTER REPORT – CONTINUED**

***CANDIDATE (FALL/WINTER) – Part 1 of 2***

**Student attended CMB Fall Retreat this year**? [ ]  Yes [ ]  No

**Student has plans to present a poster at the Spring Symposium in May**? [ ]  Yes [ ]  No

***Reminder, these are required annually. Dates are announced 6-12 months in advance.***

If the student did not/could not attend the retreat or symposium, or came late/left early, please list here how the student intends to make up the time missed:

*See* [*THIS LINK*](https://medicine.umich.edu/sites/default/files/downloads/March%202023%20-%20CMB%20Retreat%20and%20Symposium%20Policy%20Change_2.pdf) *for the retreat/symposium policy and ways to make up missed time. If the student is not meeting expectations of the CMB program, they are subject to the* [*Rackham Academic Probation policy*](https://rackham.umich.edu/academic-policies/section3/#3-5)*.*

**Recommended Benchmarks Dates/Other Notes:**

[ ]  Presented at national conference/meeting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Reminder, both CMB and* [*Rackham*](https://rackham.umich.edu/funding/funding-types/rackham-conference-travel-grant/) *have travel grants to subsidize these travel expenses)*

[ ]  Applied for [Rackham Research Grant](https://rackham.umich.edu/funding/funding-types/rackham-graduate-student-research-grant/) as a Candidate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Submitted or published additional publications (list PMID #s here, or other identifying info): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Please provide any info we can use to search publication for CMB training grant reporting)*

[ ]  Applied for fellowships/awards\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Received new award or fellowship (list start date please): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Reminder – please update CMB and mentor’s home dept of any funding changes)*

**ADDITIONAL REQUIRED FORMS:**

[ ]  ***Dissertation Committee Meeting Addendum*** is completed and included below (required)

[ ]  [***CMB Funding Updates Form***](https://docs.google.com/forms/d/e/1FAIpQLSdTczsYeP0z-ne745PAYbPyp8F1CTACTo11LSu0GDg-njfFXw/viewform)has been submitted this semester, for the next 4 months (required)

**Signature of Chair** Date:

**Signature of Student** \_\_\_\_\_\_\_\_ Date:

**CMB SEMESTER REPORT –**

***Dissertation Committee Meeting Addendum – Part 2 of 2***

(*Bring this form to each meeting and fill out with committee*)

**MEETING PROCEDURES**

*CMB policy is that the chair/PI steps out of the room at the end of each meeting, for the student to discuss any concerns with the rest of their committee*. Did this happen today? [ ]  Yes [ ]  No

Chair/PI got feedback from committee before completing this form [ ]  Yes [ ]  No

Chair/PI reviewed feedback with student before submitting this form [ ]  Yes [ ]  No

**COMMITTEE MEETING SCHEDULING**

*Per CMB policy, students are required to meet with their dissertation committees* **every 6 months***.*

**Please list the DATE and TIME of the committee’s last 2 meetings (this semester and last):**

Today’s Meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2nd Most Recent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please list the DATE and TIME of the committee’s next scheduled (future) meeting:**

Future Meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*If no future date is listed, CMB will follow up to ensure a meeting is scheduled 6 months after the last meeting on the same day and time, per CMB policy, and send calendar invites to your committee.*

**PROGRESS & COMMITTEE FEEDBACK**

***Please briefly describe the student’s quality/quantity of effort, independence, and progress with specific aims, lab work and/or publication. Are you satisfied with their progress?***

***Please briefly describe the student’s feasibility of experiments, quality of experimental data, quality of scientific thinking, and overall strengths/weaknesses in research.***

***Please provide any recommendations for the mentor to facilitate research progress and professional development/career exploration. What is the status of the student’s career planning?***

***Please provide any recommendations for the student for their next meeting, and for their long-term research and career goals.***

[ ]  **Student will be defending soon** *Anticipated Defense Date (approx.):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **END OF ADDENDUM -**