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

**Student Name: Mentor Name:**

**Dissertation Title or Topic** *(for grant reporting purposes)***:**

**GRADES**

**CMBIOL 995 Semester Grade**: [ ]  Satisfactory (S) [ ]  Unsatisfactory (U)

**For this semester, please confirm the student’s grade has been entered into Wolverine Access:**

[ ]  Yes

[ ]  I am having some trouble and need assistance *(Note, admins cannot enter grades for mentors; but they can help 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 REQUIREMENTS**

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

**Required Annually 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: \_\_\_\_\_\_\_\_\_

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

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

**If the student did 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 the* [*retreat/symposium attendance policy*](https://medicine.umich.edu/sites/default/files/downloads/March%202023%20-%20CMB%20Retreat%20and%20Symposium%20Policy%20Change_2.pdf) *and ways to make up missed time.*

*Note, the retreat and symposium are required annually. 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)*.*

**CMB SEMESTER REPORT – CONTINUED**

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

**Required Before Graduation: Target**

* *1 semester of teaching (GSI)*  By Year 4/G3
* *2 years of service on a CMB committee* By Defense
* *One 1st-author research publication submitted* By Defense
* *Take CMB 630 (short course) 4 times* By Defense

***Did the student complete any of these required milestones this semester? If so, which ones?***

***If the student had any publications published this semester (1st author or not), please provide the PMID # or other identifying information*** (for CMB training grant reporting).

**Recommended Benchmarks**

* Presented at national conference/meeting (*note,* *CMB and* [*Rackham*](https://rackham.umich.edu/funding/funding-types/rackham-conference-travel-grant/) *both have travel grants)*
* Apply for [Rackham Research Grant](https://rackham.umich.edu/funding/funding-types/rackham-graduate-student-research-grant/) as a Candidate ($3,000)
* Apply for fellowships/awards (see CMB [Funding Info](https://medicine.umich.edu/dept/cmb/current-studentsfaculty/funding-information-mentors-students) page for more information)

**FUNDING**

**The student and faculty mentor have reviewed the** [**CMB Student Funding Form**](https://medicine.umich.edu/sites/default/files/downloads/2023-2024%20Student%20Funding%20Cheat%20Sheet.pdf) **and:**

[ ]  A funding update has been submitted, as there are some changes in the next 4 months

* *New shortcodes or grant/fellowship, or activating Rackham Merit Fellowship*
* *Ending an award, and/or switching sources (e.g. ending T32 and going on GSRA)*
* *Teaching position (please get approved by CMB through the* [*GSI Approval Form*](https://medicine.umich.edu/sites/default/files/downloads/CMB%20Teaching%20Approval%20-%20Pre-Semester%20Form.docx)*)*

[ ]  Student received a new Notice of Award in the last 4 months *(Send this to us annually, as the amount provided by the sponsor typically is updated each year – email or attach in funding updates form)*

[ ]  There are no changes to any shortcodes, the student is not teaching, and their current funding is not changing in any way over the next 4 months *(form submission not required)*

**DISSERTATION COMMITTEE:**

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

[ ]  **Committee has approved student to defend soon** Anticipated Date (approx.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Please let us know at least 2-3 months before the defense so we can coordinate their transition)*

**Signature of Mentor** Date:

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

**CMB SEMESTER REPORT –**

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

**Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting Date** (MM/YYYY): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*We recommend bringing this form to the meeting to get feedback from the committee immediately after, and then choosing the next meeting date together. You do not have to submit this form until the Semester Report is due (last week of the semester) – however, please make sure this form gets filled out right away after each meeting.*

**MEETING PROCEDURES**

[ ]  Chair/PI got feedback from committee and reviewed with student before completing this form

[ ]  The student was given the opportunity to discuss any concerns with the committee without their chair/PI present, as required by CMB policy. (Typically the chair leaves the room at the end.)

**COMMITTEE MEETING SCHEDULING**

*DATE and TIME of last meeting (last 6 months), and next meeting (future 6 months), for CMB’s records.*

**Last Meeting** (Before Today’s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Future Meeting:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Per CMB policy, students are required to meet with their dissertation committees* **every 6 months***. If no “future” date is set within 6 months, CMB may step in to schedule one on behalf of the committee, per CMB policy. Students are “not in good standing” if they do not meet with their committees after 9 months.*

**PROGRESS & COMMITTEE FEEDBACK**

*Fill out the fields below, or attach a separate document, addressing the following questions.*

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

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

**Please provide any recommendations for the student’s long-term research and career goals, or for the mentor to facilitate research progress and professional development/career exploration.**

**Please provide any recommendations for the student for their next meeting, or final thoughts.** Please also attach any supplementary documents with this report (student’s progress report, if 2nd meeting or later, or dissertation proposal for 1st meeting).