**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/Research Interest:**

**GRADES**

**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 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 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* [*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.*

*Note, the retreat/symposium is an annual CMB requirement. 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:**

* *1 semester of teaching (GSI)*  By Year 4/G3 (Ideally)
* *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 (submitted or published) this semester, please provide the PMID # or other identifying information. We will need this info 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
* 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**

*Please meet with your faculty advisor to review the* [***CMB Student Funding Form***](https://medicine.umich.edu/sites/default/files/downloads/2023-2024%20Student%20Funding%20Cheat%20Sheet.pdf)***.***

[ ]  I have reviewed the CMB Student Funding Form and have made a submission (required)

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

**DISSERTATION COMMITTEE:**

[ ]  ***Dissertation Committee Meeting Addendum*** is completed and included below (required). Attach proposal for first meeting, or progress report from student if 2nd or later.

[ ]  **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 send the student important info and coordinate their defense, funding, and transition out of grad school)*

**Signature of Mentor** 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*)

**Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Today’s Meeting** (MM/YYYY): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MEETING PROCEDURES**

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

[ ]  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?

**COMMITTEE MEETING SCHEDULING**

*DATE and TIME of last meeting (last 6 months), and next meeting (future 6 months). This helps us make sure we are up-to-date on tracking the student’s meeting dates.*

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

**CMB Dissertation Committee Policy Reminders:**

* *Per CMB policy, students are required to meet with their dissertation committees* **every 6 months***. If no 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.*
* *We recommend bringing this form to the meeting to get feedback from the committee, and then choosing the next meeting date together before leaving.*
* *You do not have to submit this form until the Semester Report is due (last week of Fall and Winter semesters) – however, please make sure this form gets filled out right away after each meeting.*

**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.**