# UBC-crest.pngDepartment of Microbiology and Immunology Graduate Program Committee Report

## Thesis Committee Meeting

Note: this report is provided to the thesis committee and is to be sent to  
[ubcmicb-g-grad@mail.ubc.ca](mailto:ubcmicb-g-grad@mail.ubc.ca) two weeks before the scheduled committee meeting.

|  |  |  |  |
| --- | --- | --- | --- |
| Student name: |  | E-mail address: |  |
| Thesis advisor: |  | Program (MSc, PhD, MD/PhD): |  |
| Thesis committee: |  |  |  |
| Initial registration date: |  | Date of transfer to PhD program (if applicable) |  |
| Purpose of meeting\* |  |  |  |
| Dates on leave: |  |  |  |
| Date & location of this meeting: |  | Dates of previous committee meetings: |  |

\* Either: thesis progress, request to transfer to PhD program, comprehensive exam planning, permission to write.

## Graduate CV

### Courses and certifications taken in graduate program (list all courses for credit or audited)

### MICB 506

### Graduate awards

(add rows as needed)

|  |  |
| --- | --- |
| Dates held | Award |
|  |  |
|  |  |

### Presentations (list poster and oral presentations of graduate work, add rows as needed)

|  |  |
| --- | --- |
| Date | Title and Location |
|  |  |
|  |  |

### Publications (list peer reviewed original papers and reviews related to graduate work)

### Teaching

(list TA assignments and other teaching activities, add rows as needed)

|  |  |
| --- | --- |
| Date | Title and Location |
|  |  |
|  |  |

### Professional Activities

(list other contributions to the university and community as a graduate student)

**Summarise your Individual Development Plan (IDP)**

(provide 1 -3 lines of your future career plans and what skills you want to gain that will help you towards this goal)

## First Thesis Committee Meeting Report

Maximum length of 5 pages (12 pt Times or equivalent, single spaced) and appendix (up to 6 additional pages) for references, figures and tables. Delete instructions (blue font).

### Title

### 1. Statement of the Research Problem (1 page)

* Provide a brief scientific introduction to the research problem.
* Provide background information and rationale that logically leads to a **defined hypothesis** that will be tested.
* Define the **overall objective** of the proposed work and its anticipated **significance** to the field.

### 2. Specific Research Aims and General Approach (1/2 page)

* Devise 1-3 specific aims that together will allow you to achieve your overall objective. Present these specific aims in point form, as a numbered list.
* Each aim should be ONE brief phrase/sentence of what you will do
* After having listed the specific aims, provide a very brief paragraph (up to 3 sentences) summarizing your overall approaches.

### 3. More detailed experimental plan of approach of each aim (1-2 pages, figures in Appendix)

* Organize this section according to your specific aims. Dedicate a subsection to each aim (numbered according to aim (3.1, 3.2, etc)). Provide a subtitle for each subsection that reflects the aim. There is no need to write out the aim in its entirety – the subtitle can just capture a key concept of the aim.
* Describe each aim in more detail if appropriate. Describe what will do (experiments, approaches) in more detail.
* Include any preliminary data you may have.
* Place any figures, diagrams, and tables in the Appendix. However, refer to them here.
* Finish each subsection with a short statement of expected outcome(s).

### Note: in future reports, this will be a SUMMARY OF RESULTS and the major part of the report.

### 4. Summary of Work plan for the next year (1/2 page)

* In point form, list the work to be performed in the coming year.
* You may choose to organize this section according to the aims. In this case, use the same headings and numbering as in Section 3. It is entirely possible that you will focus on achieving Aim 1 in the next year.

### Appendix (max 6 pages)

* References (6 to 12)
* Figures and tables (models, data)