

**Brain and Cognitive Sciences Department Advisory Committee Meeting
SECOND YEAR FORM**

Instructions:

Student – complete section I and send sections II, III, and IV to your committee two weeks prior to your meeting. Print this form, bring with you to the meeting, and obtain approval signatures. **Student and committee members** – attach comments during the meeting and sign the form.

I. Basic Information	
Student Name: _____	Entry Year: _____
Advisor: _____	Meeting Date: _____
Committee Chair:	
Committee Member(s):	

II. Preliminary reading list relevant to your proposal and coursework.
III. Attach your CV and a brief description (1-2 pages) of your qualifying exam topic.
IV. Attach a brief plan for finishing all required coursework this year.

V. Attach committee's comments

Signatures:

Student: _____
Advisor: _____
Member(s): _____
Committee Chair:

After the meeting, return the signed form to the Academic Office, 46-2005

BCS Committee Meeting Protocol

Annual Meetings: The Department requires that all graduate students meet annually with their committee members starting at the end of their 2nd program year. This process is to document student progress, and to assist the student with the organization of their thoughts and goals. These meetings have four components (though they vary in order and duration):

1. Presentation of research progress and plans by the student
2. **CONFIDENTIALITY DESCRIPTION** Meeting with PI, student leaves: involves a confidential discussion of student progress, challenges, and needs, leading to a plan for feedback to the student. Students particularly appreciate concise concrete requirements for good progress with a deadline (e.g. “If you have submitted an abstract to NeurIPS this year, and completed data collection for Study 1, you’ll be on good track”)
3. **CONFIDENTIALITY DESCRIPTION** Meeting with the student, PI leaves: involves a confidential discussion of mentorship and resources, leading to a plan for feedback to the PI
4. Chair delivers the agreed upon feedback to both student and PI publicly with all present (not revealing the confidential parts of the discussion).

Possible questions for the student in the closed session without the PI:

- Did you have a 1:1 discussion with your advisor before this meeting?
- Are you able to get time with your advisor when you want / need it?
- Do you have access to the resources you need for your research?
- Do you understand your advisor’s policy on authorship?
- Do you know your advisor’s expectations, wrt sufficient effort and progress?
- Most sources of tension are best resolved by talking directly with your advisor, but sometimes it helps to practice. Is there any issue you’d like to practice discussing with your advisor?
- Do you have any concerns that you would like us to keep track of, not to react now but just to have a record for the future?
- What feedback should we give back to your advisor from this meeting?