

PhD Advisory Committee Meetings Procedures

Overview

The School and Applied Child Psychology program requires regular advisory committee meetings to support student progress and ensure timely completion of degree requirements. These meetings provide structured opportunities for students to receive feedback, discuss research development, and address any challenges in their academic journey.

Meeting Schedule

Advisory committee meetings follow a systematic timeline designed to align with key program milestones:

Meeting 1: Qualifying Paper Discussion

Timing: Fall term of Year 2 (following completion of qualifying paper in Summer of Year 1) **Purpose:** To discuss the qualifying paper content and explore how it can inform dissertation research ideas. This meeting serves as a bridge between coursework and independent research, helping students identify potential research questions and methodological approaches.

Meeting 2: Research Development

Timing: Winter term of Year 2 **Purpose:** To review progress on research development and proposal preparation. Students present their evolving research ideas, preliminary work, and receive guidance on methodology, literature review, and research design.

Meeting 3: Proposal Meeting

Timing: When the student and supervisor determine readiness (typically during Year 2) **Purpose:** A formal milestone meeting to evaluate the dissertation proposal. This meeting determines whether the student is ready to proceed to the proposal defense stage.

Annual Winter Meetings

Timing: Every winter term beginning in Year 3 and continuing until defense **Purpose:** To monitor ongoing progress, address any challenges, and ensure students remain on track for timely degree completion. These meetings provide consistent oversight and support throughout the dissertation phase.

Committee Composition

Each student's advisory committee consists of:

- The student's supervisor(s)
- Committee members with relevant expertise
- All members participate in evaluation and provide guidance

Meeting Preparation

Student Responsibilities

Students must complete preparation materials in advance of each meeting, including:

- Self-reflection on progress and challenges
- Written summary of accomplishments since the last meeting
- Identification of areas where committee support is needed
- Distribution of materials to committee members prior to the meeting

Committee Responsibilities

Committee members are expected to:

- Review all submitted materials in advance
- Provide constructive feedback on research progress
- Offer guidance on academic and professional development
- Identify potential challenges and solutions
- Set clear expectations and milestones for future progress

Documentation and Follow-up

Each meeting is formally documented using the program's advisory committee meeting report form. This documentation includes:

- Assessment of student progress and research direction
- Identification of milestones and next steps
- Timeline for subsequent meetings
- Any areas requiring additional attention or support

Students are responsible for submitting completed forms to the program office and retaining copies for their records. The documentation process ensures continuity between meetings and provides a clear record of student progress throughout the program.

Scheduling Flexibility

While the program establishes a structured timeline for advisory committee meetings, additional meetings may be scheduled as needed based on:

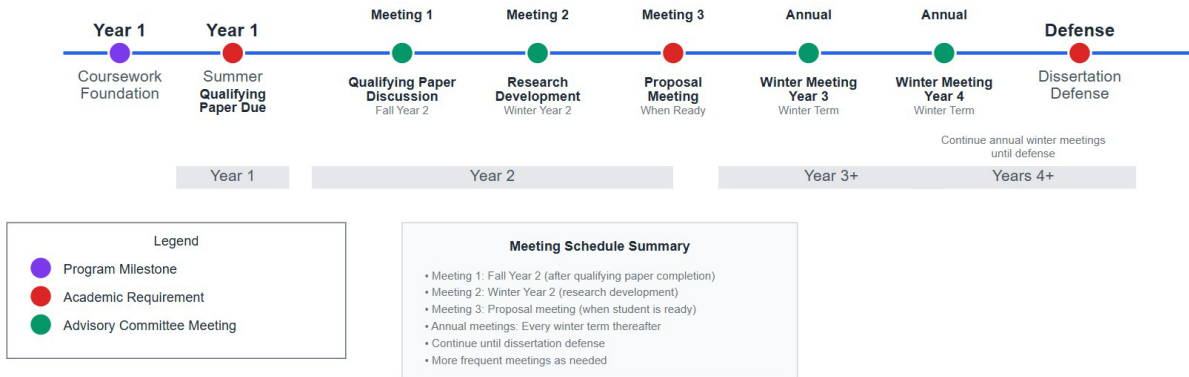
- Student request for additional guidance
- Supervisor recommendation
- Committee identification of areas requiring more frequent oversight
- Significant changes in research direction or timeline

Students are encouraged to communicate proactively with their committees and request meetings whenever additional support would be beneficial to their academic progress.

School Psychology Graduate Program - Advisory Committee Meeting Report

IMPORTANT: Student submit their completed form to through Pathfinder each year. Student receives and retains a copy.

School and Applied Child Psychology Program Advisory Committee Timeline



STUDENT PREPARATION

STUDENT: Please complete this section and page 2 in advance of your meeting. Send the form to your committee and the previous meeting report (if applicable).

Student Name: _____

Supervisor(s): _____

Advisory Committee Members: _____

Meeting Type: (Check one)

- ☐ **Meeting 1:** Qualifying Paper Discussion (Fall Year 2)
- ☐ **Meeting 2:** Research Development (Winter Year 2)
- ☐ **Meeting 3:** Proposal Meeting
- ☐ **Annual Winter Meeting** - Year: _____

Date of Meeting (mm/dd/yyyy): _____

Dates of Previous Meetings: 1st _____ 2nd _____ 3rd _____
4th _____ 5th _____ 6th _____ 7th _____ 8th _____

STUDENT SELF-REFLECTION

(Complete prior to meetings)

Current Research Focus/Title:

Most significant accomplishments since last meeting (or current progress on dissertation):

Challenges or roadblocks encountered:

How committee can provide support:

Additional information for the committee:

COMMITTEE EVALUATION

PROJECT ASSESSMENT

Research Focus/Dissertation Topic:

Comments on research direction:

PROGRESS EVALUATION

Has the student made sufficient progress since the last meeting? ☐ Yes ☐ No ☐ N/A

Are there any concerns about timeline or milestones? ☐ Yes ☐ No

If yes, please explain:

Additional comments on progress:

MILESTONES AND NEXT STEPS

Expected steps before next meeting:

1. .
2. .
3. .
4. .

Recommended timeline for next meeting:

Date/time for next meeting (if scheduled):

ADMINISTRATIVE NOTES

Student copy provided: ☐ Yes **Date:**

Follow-up required: ☐ Yes ☐ No

If yes, specify:

COMMITTEE SIGNATURES

Student: _____ **Date:** _____

Supervisor: _____ **Date:** _____

Committee Member: _____ **Date:** _____

Committee Member: _____ **Date:** _____
