

GUIDELINES for MEd Progress

Master's Committee Meetings

For all Committee Meetings, you **must email** your report to the members at least **5 business days** prior to the meeting and **also upload it to Pathfinder** as a supporting document, along with your current curriculum vitae. **Update your Pathfinder Portfolio** with Publications, Conference presentations/abstracts, and other significant training or accomplishments and then submit your report. **Students are responsible for organizing their committee meetings within the deadlines.**

Committee meetings should be held once a year. At the end of the meeting, or within **5 business days of the meeting**, the committee members should add their feedback on the student's progress and meeting performance to Pathfinder and save the feedback. The supervisor should review and add any relevant feedback, clearly indicating whether a meeting was held, whether it was satisfactory or not, and save the feedback. This process will submit the report to the Graduate Chair for review.

Students are encouraged to structure their reports to their committee following the format specified for the PhD comprehensive (even in the case of a Masters student where no re-classification to PhD is anticipated). In this case, more focus can be allocated to completed rather than proposed work.

1st Year Annual Meeting

The student will be expected to:

- Provide a progress report (see above).
- Give a 10 minute presentation on the directions that the student wants to pursue.
- Discuss these plans with their committee members.
- Prepare goals, milestones, and guidelines for the next year to be presented at the final thesis defense.
- If the meeting is unsatisfactory then the student will be required to have a remedial meeting within 4 weeks to address the issues raised by the committee. If the repeat progress report is unsatisfactory, the student will be asked to withdraw from the CBE Program.

2nd Year Thesis Defense

See the guidelines for the thesis and the final presentation.

If the thesis submission will be delayed more than 6 weeks beyond 2 years of registration, the student should submit their report via Pathfinder, including updating their portfolio, clearly indicating the next steps and proposed timeline for completion. At this time, the student, supervisor, or any member of the committee can request a committee meeting.

If the thesis submission will be delayed by more than 1 term, a committee meeting must be held and reported in Pathfinder as described above.