

Department of Earth and Planetary Sciences/Environmental Science and Engineering (SEAS)

**2024-25 Progress Report**

**Student:** \_\_\_\_\_ **G-Year:** \_\_\_\_ **Today's Date:** \_\_\_\_\_

All students should (1) meet individually in person with each member of their advisory committee to discuss the research summary as described below, and obtain signatures from their advisor and committee members; The student and the entire committee should also meet as a group, **unless** the student and each of the committee members actively waived the option to meet as a committee by signing below; (2) submit this form and the summary to Aimee Smith (for EPS students) or Office of Academic Programs ([gradprograms@seas.harvard.edu](mailto:gradprograms@seas.harvard.edu), for ESE students) by **Tuesday, August 5<sup>th</sup>**. When a committee meeting is to take place, the scheduling will be organized by Aimee Smith in EPS and by the advisor's assistant in ESE.

\*To waive the advisory committee meeting, all committee members and student must elect to waive meeting. If one or more people would like to meet, all committee members must come together to meet.

G3 students: Attach a one-page synopsis of the subject and general objectives of your proposed dissertation research. Please include a list of publications and presentations you gave this year. Details may be modified as the dissertation progresses, but any major change in the subject and scope of the dissertation must be approved by the advisory committee.

G4+ students: Attach a one-page summary of the status of your dissertation research, detailing your accomplishments for the past year, a list of publications and presentations, and goals for both the coming year and the period until completion.

**To be completed by the principal advisor**

When do you anticipate that the student will complete the dissertation? \_\_\_\_\_

**Signature of student:** \_\_\_\_\_

I would like to waive my advisory committee meeting this year

**Signatures of the advisory committee**

Name \_\_\_\_\_ Signature \_\_\_\_\_

Comments:

I would like to waive the advisory committee meeting this year

Name \_\_\_\_\_ Signature \_\_\_\_\_

Comments:

I would like to waive advisory committee meeting this year

Name \_\_\_\_\_ Signature \_\_\_\_\_

Comments:

I would like to waive the advisory committee meeting this year

Name \_\_\_\_\_ Signature \_\_\_\_\_

Comments:

I would like to waive the advisory committee meeting this year

## **Guidelines for committee members**

Please pay attention to both the scientific progress of the student and their personal well-being. Ask the student if they are interested in you asking for a committee meeting for them, if the student is interested yet not comfortable asking for one.

During a full committee meeting, make sure the advisor leaves for the last few minutes so that the student can have an open conversation with the rest of the committee about the advising relationship etc. Similarly, the first few minutes of a full committee meetings should be without the student, for the advisor to be able to share their perspective freely.

Should you want to provide additional written feedback to the GSC or DGSes, please email it to Aimee Smith (EPS) or John Girash (ESE).