

Department of Physics Memorandum

To: Graduate Students Engaged in PHYS 698/699 Research and their major professors
From: Hisao Nakanishi, Chair, Graduate Committee
Date: April 27, 2010
Subject: Research Goals and Feedback Requirement

It is again time to remind you of the research goals and feedback requirement of the College of Science. This process was instituted several years ago in order to help good communication and understanding between the student and his or her major professor, thereby facilitating the timely completion of thesis research and good research experience for all involved. It also provides records in case questions might arise.

All graduate students engaged in PHYS 698 (M.S.) and PHYS 699 (Ph.D.) research and their major professors (or their Advisory Committee) are to set the student's research goals and to review the progress toward the goals so set at least on an annual basis in accordance with the procedures required by the College of Science. In addition, all talks/presentations given and papers/publications authored by the student need to be recorded as a part of this process. So there are two parts to this requirement. Both the research goals and the progress review/feedback must be on paper and filed with the Graduate Office (Sandy, Rm.152) in a timely manner.

The recommended procedure is for each graduate student engaged in research to meet with the major professor at the beginning of the fall semester and agree on the goals of research for the year. These goals need to be written down and signed by both the student and the major professor and a copy needs to be filed with the Graduate Office. The guideline is that **you should submit the goals statement (even a very brief one) by September 30** to the Graduate Office (Sandy Formica). There is no fixed form for this; you can use any format as long as it is written clearly and agreed to by both parties. Email is acceptable as long as it clearly states the nature and fact of the mutual agreement.

Then, **toward the end of the spring semester (or summer if research continues through the summer), the student and the professor should meet and review the past year's progress relative to the goals set in the previous fall and fill out and sign the attached Physics Department Graduate Student Thesis Research Feedback form.** (Use additional sheets if necessary.) This form also provides a means of recording talks and publications by the student during the period. This form should also be filed with the Graduate Office. (Keep a copy for your records.)

Please note that this is a **requirement of the College of Science**, and that it has been instituted for the benefit of the student and the advisor. It is a serious requirement for both parties and full compliance is expected.