

APPENDIX I



NEW YORK MEDICAL COLLEGE

A MEMBER OF THE Touro College and University System

Graduate School of Basic Medical Sciences

Ph.D. Student Advisory Committee Report

Student Name:

Entry Cohort: 20

Category: ☐ IPP ☐ Adv. Stand. ☐ M.D./Ph.D.

Program: ☐ IPP First-year
☐ Biochemistry ☐ Cell Biology ☐ Microbiology
☐ Pathology ☐ Pharmacology ☐ Physiology

Date of report:

Advisory Committee (with signatures):

- 1.
- 2.
- 3.
- 4.
- 5.

Invited participants:

Name Role (Rotation Advisor, Program Director, etc.)

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

I. Student performance for the prior period

Please rate the student's performance for the prior period, providing narrative analysis and recommendations (if any) in the following sections. Explanations for "unsatisfactory" ratings and specific suggestions for "needs improvement" *must* be provided in Report Sections II A and B below.

Academic performance: ☐ Satisfactory ☐ Needs improvement ☐ Unsatisfactory

Laboratory performance: ☐ Satisfactory ☐ Needs improvement ☐ Unsatisfactory

II. Performance in prior period (Narrative).

A. *Academic performance in prior period.* Note any milestones achieved (qualifying exam, dissertation proposal, external fellowships, awards, etc.). Evaluate any noteworthy grades, presentations (journal clubs, in-class presentations, etc.), or examinations during this period – either positive or negative. Recommend any specific content areas or skills that the student needs to improve. Explain the basis of any "unsatisfactory" rating.

B. *Laboratory or research performance in prior period.* Evaluate the student's research rotation (first-year student) or pre-dissertation or dissertation research progress against the goals set for the rotation by the advisor or set for the period by the advisor and the committee. Recommend

any specific areas or skills that the student needs to improve. Explain the basis of any “unsatisfactory” rating.

C. *Other factors*. Discuss any other factors that should be considered in assessing the student’s progress.

III. Goals for the upcoming period, specifying the period in question.

A. *Academic goals*. Note any special coursework goals, such as repeating specific courses, achieving a specific GPA to rectify an academic deficiency, etc.). Note any milestones that should be achieved within the next period, such as attempting the qualifying exam, etc.

B. *Research goals*. Set goals for the upcoming period, in consultation with the Rotation Advisor or Dissertation Advisor. For rotations, the Rotation Advisor will generally set the goals (e.g., “the student should demonstrate that he/she can follow a mini-project through to a reasonable end-point”). Following rotations, period goals may be rather general but will likely become more specific as the dissertation project progresses towards completion. Goals such as “produce a thesis proposal” or “produce a draft of the dissertation” are legitimate period goals for the committee to set at the appropriate time.

C. Additional comments.

D. Planned date of next meeting.