

## JENKINS ANNUAL THESIS REVIEWS

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**From their 4<sup>th</sup> year through the completion of their program, students are required to have an annual thesis review each fall semester.** The thesis committee will consist of the student's Thesis Advisor plus two additional faculty members. The additional faculty will be selected by the advisor and the student.

These annual thesis reviews, will be ~50 minutes, and consist of a 15-minute presentation followed by a 35-minute question and answer period. For these reviews, students must provide a one-page research summary to the Academic Program Administrator at least one week in advance, to distribute to the committee members.

Prior to each annual review, students must complete the following:

- [myIDP](#): This is a self-reflective Individualized Development Plan, designed to help you think about what professional skills and expertise you'd like to work on improving.
- [Jenkins Student Advisor Report](#): This is a form you will fill out reflecting on how your research has progressed since your last meeting, where you'd like it to go, and where you hope it will take you professionally.

Once you have completed both of these forms, email them to your Thesis Advisor and set a time to meet with them. By the time of the meeting, they should have completed the 'Advisor Feedback' portion of Student-Advisor Report. Discuss the feedback with them and sign the form to confirm the meeting has taken place.

Within 2 weeks of the conclusion of each thesis review, the Committee Chair, appointed by the Program Director, will complete a [Jenkins Thesis Advisory Committee Meeting Form](#), summarizing the committee discussion and any recommendations or requirements they have for the student. Such requirements may include that the student provide periodic written reports or have an additional thesis review during the year. **The Chair will sign the completed form, and send it to the Program Director.** The Program Administrator will send it to the student's Advisor for signature, before sending it to the student for signature as well.

Starting in their 5th year, thesis reviews are required every six months for students who have no clear timeline for finishing the requirements for their degree. The Thesis Review Committee can make exceptions to this requirement. Writing of the dissertation is monitored by the advisor.

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