

**DEPARTMENT OF HISTORY OF ART AND ARCHITECTURE
UNIVERSITY OF PITTSBURGH**

SUMMARY OF ANNUAL PHD COMMITTEE MEETING

*Note: If this is your first PhD committee meeting, please use the **Prelim Form** instead. Use this form for subsequent annual meetings. Return completed forms to the Graduate Administrator to be placed in student's file.*

Name _____ Entry Date _____

A. To be completed by student before meeting:

1. Date of meeting _____

2. Checklist of materials given to committee:

CV ___ Draft grant application ___ This form ___ Other _____

3. Committee members:

Advisor _____

Other HA&A _____

Outside member _____

Note: Two other HA&A faculty, in addition to the advisor, are required. An outside committee member is required for the prospectus meeting and the dissertation defense; students are also encouraged to include the outside member earlier, at the comprehensive exam stage.

4. Dissertation topic/title: _____

5. Please give a one-sentence summary of the dissertation:

6. Milestones:

a) Prelim passed (date) _____

b) Comps passed (projected or actual date) _____

Exam areas: _____

c) Prospectus meeting and candidacy (projected or actual date) _____

d) Dissertation defense (projected or actual date) _____

7. What progress did you make in meeting last year's goals (both toward the degree and toward your professional development)?

8. Indicate your specific goals for the coming year, both toward the degree and toward your professional development. Propose a timetable for meeting these goals.

9. What funding sources do you plan to apply for this year?

10. What plans for conference papers or publications do you have?

B. To be completed by advisor after the meeting:

1. Comments on student's progress last year:

2. Comments on student's goals and timetable for this year:

3. Comments on student's cv and/or grant proposal:

4. How often do you plan to meet with the student this year?

C. Student's response to advisor's comments:

D. Signatures and date (to be signed and dated after both student and advisor have reviewed entire completed document):

Student _____ **Date** _____

Advisor _____ **Date** _____

(form updated April 2009)