



***This is an opportunity for students to discuss any issues with their committee members. Student should have this filled out in advance. Please review the student's responses to questions 1-8. If students would rather speak privately with the Associate Chair, please contact [graduate.immunology@utoronto.ca](mailto:graduate.immunology@utoronto.ca). The supervisor will not have access to this form without the student's permission.***

***Please ensure the supervisor has stepped out of the room before discussing this form.***

**1. Are the frequency of meetings with your supervisor adequate?:**

Yes. The frequency of meetings is acceptable.

Instead of the current frequency, here is a suggested (feasible) alternative:

**2. Is your supervisor clear with their expectations of you?**

Yes. Supervisor feedback is reasonable and justified when needed.

I need a better understanding of the following:

**3. Does your supervisor provide clear and helpful feedback on your research?**

Yes. If I hit a road-block we discuss ways forward.

Here are some research goals where I need feedback to enhance my progress:

**4. Are the research interests of you and your supervisor in alignment?**

Yes. We are on the same page and if not, we clear things up in a timely manner.

We differ on the following goals/areas of prioritization and this needs to be aired:

**5. Are your lab resources and/or working environment conducive to success?**

Yes and if deficiencies arise, my supervisor and I work out solutions in a timely manner.

Rectifying the following gaps/concerns would improve my research output:

**6. Are roles in authorship or project leadership clearly defined?**

Yes. Roles on projects and manuscripts are clear or clarified promptly if changes arise.

We need to come up with a solution for the following situation:

**7. Are there any other changes that can be made (either by yourself or your supervisor) to improve your graduate experience?**

My supervisor and I make adjustments as needed. No action needed at the moment.

Some things need tweaking. Here are some suggestions:

**8. If any issues have been identified that need tweaking, I prefer to:**

Address them now when my supervisor returns to the meeting.

Address them on my own time with my supervisor in a separate meeting.

Use this page for additional notes

***\*\*Please ask the supervisor to return to the room, and discuss any issues that the student wishes to discuss in the meeting.\*\****

***Ensure that a date is set for the next committee meeting, and that all parties sign and date the Committee Meeting Form.***

Students must email the completed form to [graduate.immunology@utoronto.ca](mailto:graduate.immunology@utoronto.ca) and keep a copy for yourself for future meetings. The Graduate Coordinator will sign off and it will be added to your student file. ***The supervisor will not have access to this form without the student's permission.***

Graduate Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_