Department of Animal & Dairy Sciences
UNIVERSITY OF WISCONSIN–MADISON

STUDENT RESPONSIBILITIES

Before the First Committee Meeting

☐ <3 months from start date in the lab: meet with the major advisor (PI) to discuss composition of the thesis committee.

☐ Evaluate and discuss with your PI the research direction of your laboratory, key knowledge gaps and directions in the field, and potential foci for your thesis project.

☐ By the end of the first semester form a MS mentor and examination Committee by contacting individuals and confirming their agreement to serve on the committee. Complete form I of the [Requirements for MS Fillable Form](#).

☐ Submit a copy of form I of the [Requirements for MS Fillable Form](#) to the Graduate Program Manager.

☐ Complete an [Individual Development Plan (IDP)](#). IDPs help graduate students and postdoctoral researchers: assess current skills, interests, and strengths; plan for developing skills to meet academic and professional goals; and communicate with supervisors, advisors, and mentors about evolving goals and related skills.
  - o The university requires IDPs for all postdoctoral researchers and graduate students supported by National Institutes of Health (NIH) funding.
  - o The Graduate School recommends all graduate students complete an Individual Development Plan.

Required First Committee Meeting (required by end of first semester)

☐ ≥ 2 months before the anticipated meeting date: contact committee members and establish a date, time, and location for the meeting (remember to reserve the room).

☐ If the meeting is to be held virtually (via web conference), it is the student's responsibility to identify a date and time that the meeting will be held, determine which web-based conferencing system the PI will use for the meeting and to gain competency in presenting materials using that web-based platform.

☐ Prepare meeting materials (PowerPoint presentation – suggestions/approximate times below):
  - 5 minutes: provide introduction and background and state career goal.
  - 10 minutes: Remind committee members that the ADS graduate program requires 30 credits, 15 of which must be graduate school level (the course number is >300), discuss courses taken and associated grades (including any desired transfer credits), and seek committee approval for courses planned. Reminder to include at least 1 seminar credit per academic year (875/900) and a course in Educational Principles is recommended (example-DS 799).
  - 20 minutes: discuss project, specific aims, and preliminary data.
  - <30 minutes: additional committee feedback. The meeting should not exceed 1 hour.

☐ Complete form II of the [Requirements for MS Fillable Form](#) with your committee.

☐ Submit a copy of form II of the [Requirements for MS Fillable Form](#) to the Graduate Program Manager.

Annual Progress Report Meeting (required once per academic year)

☐ ≥ 2 months before the anticipated meeting date: contact PI and establish a date, time, and location for the meeting (remember to reserve the room).

☐ If the meeting is to be held virtually (via web conference), it is the student's responsibility to identify a date and time that the meeting will be held, determine which web-based conferencing system the PI will use for the meeting.

☐ Prepare/review meeting materials:
  - Concerns to discuss with PI.

- Goals for the next year.
- [Annual Progress Report Form](#)

Annual Update Meeting with Committee (recommend 1-2 meetings between first meeting and final defense, usually near end of second and third semesters)

☐ ≥ 2 months before the anticipated meeting date: contact committee members and establish a date, time, and location for the meeting (remember to reserve the room).

☐ If the meeting is to be held virtually (via web conference), it is the student's responsibility to identify a date and time that the meeting will be held, determine which web-based conferencing system the PI will use for the meeting and to gain competency in presenting materials using that web-based platform.

☐ Prepare meeting materials (PowerPoint presentation – suggestions/approximate times below):
- 20 minutes: discuss update on research, coursework, etc.
- <30 minutes: additional committee feedback. The meeting likely does not exceed 1 hour.
- 10 minutes: schedule/plan when the thesis defense will take place

Required Final Defense

☐ ≥ 2 months before the anticipated meeting date: contact committee members and establish a date, time, and location for the meeting (remember to reserve the room for 3 hours).

☐ ≥ 1 month before the scheduled date of the meeting submit completed form III of the [Requirements for MS Fillable Form](#) and [MS Warrant Request Form](#) to the Graduate Program Manager indicating your intent to defend your thesis and the scheduled date, time and title (this can be changed later on if needed). The Graduate Program Manager will submit the warrant request.

☐ If the meeting is to be held virtually (via web conference), it is the student's responsibility to notify the student's PI or designated committee member of the date and time so that the PI or designated committee member can schedule the virtual meeting.

☐ If the meeting is to be held virtually, the student will ascertain which web-based conferencing system the PI or designated committee member will use to host the meeting and gain competency in presenting materials using that web-based platform.

☐ Read and understand the thesis formatting requirements listed on the Graduate School webpage.

☐ ≥2 weeks prior to exam date: distribute an electronic copy of your proposal to committee members.

☐ Prepare meeting materials (PowerPoint presentation and consider the diverse interests of your audience – this is to be open to the public – suggestions/approximate times below).
- 45 minutes: your presentation
- 15 minutes: question/answer period where anyone can participate
  - After questions/answers everyone except the committee and candidate leave
- 2-3 hours: the committee and candidate continue discussion
- 15 minutes: Committee meets in a closed-door session to determine the exam outcome

☐ The candidate makes any suggested/necessary changes to written paper.

☐ After a successful defense, initiate the warrant signature process to obtain committee signatures.
- Go to [my.grad.wisc.edu](#)
- Under the "My Student Info" section, click on "View My Info"
- Under the "Warrants" section, click on the three-dot button on the appropriate line, then click on "View Committee"
- Click on "Email Members" on the top right
- Click on the top checkbox to select all committee members
- Click Send
- You should review this page every few days to view which signatures are outstanding. You can send another reminder email if a week has passed without signature.

☐ Notify the Graduate Program Manager once the warrant has been signed by all members.

COMMITTEE MEMBER RESPONSIBILITIES

The First Committee Meeting (required by end of first semester)

- ☐ The chair will be responsible for summarizing committee comments on the ADS thesis committee meeting report. Typically, the student's advisor serves as the chair.
- ☐ Ensure that the student articulates a career goal, understanding it might change in subsequent meetings.
- ☐ Abide by the time guidelines suggested in the student section.
- ☐ Consider the students strengths and areas of improvement and recommendations for the next year.
- ☐ Complete and sign the MS Mentor and Examination Committee form.

Annual Update Meeting (recommend 1-2 meetings between first meeting and final defense, usually near end of second and third semesters)

- ☐ Provide feedback
- ☐ Confirm approximate timeline for the final defense.

Final Defense (Required)

- ☐ Read the thesis.
- ☐ Hold questions until after the public session.
- ☐ The Major Professor can ask probing questions or clarifying questions but cannot answer questions for the student.
- ☐ Meet in closed door session to vote on student performance.
- ☐ Committee chair will fill out MS Final Thesis Evaluation Form with guidance from the committee. The committee chair will provide a copy of the form to the student and the Graduate Program Manager.
- ☐ If the student's defense is deemed passable, sign the warrant.
- ☐ If meeting is to be held virtually, it is the responsibility of the student's PI or other designated thesis committee member to serve as host, invite attendees for the date/time determined by the student, control the virtual meeting platform, and delegate presentation authority to the student. PIs are encouraged to use UW-Madison sponsored conferencing systems.