

## Internship Graduate Project First Committee Meeting Form

Each full-time graduate student must meet formally with his/her internship project committee two times prior to the final defense / oral examination. The time for the meeting will depend on the nature of the internship; however, the following would be appropriate timeframes:

1. First Meeting – Second semester (excluding summer) of graduate work for full-time graduate students, or before 18 hours of graduate credit toward the M.S. in Chemistry are earned for part-time graduate students. For 3+2 students, early in the semester would be appropriate.
2. Second Meeting – Third semester (excluding summers) of graduate work for full-time graduate students, or before 27 hours of graduate credit toward the M.S. in Chemistry are earned for part-time graduate students. For 3+2 students, early in the semester would be appropriate.

These instructions and attached grading rubric are for the first of these meetings. The purpose of the meeting is for the student to present an update for his/her graduate internship project and provide an opportunity to receive feedback and suggestions from the committee to promote the student's progress toward successful and timely completion of the internship report for the M.S. degree. With the attached rubric, consensus or average scores may be used at the committee's discretion. The score for this meeting will factor into the student's grade for CHE 839 (internship course).

After the meeting, the attached "Rubric/Score Form – First Meeting" must be completed and signed by the committee. The student or the project mentor then turns in the completed form to the Graduate Program Coordinator for filing/distribution of copies.

Instructions for Graduate Students:

1. Each graduate student needs to contact the members of their committee and begin arranging a date / time for the meeting before the official university withdrawal deadline for that semester. The actual meeting must occur before final exams begin for the semester. If presenting in a seminar class and want to schedule the meeting immediately following the seminar, check with the committee to make sure the date and time of the seminar / meeting will fit with the committee's schedule.
2. Coordinate with the Chemistry Administrative Assistant to arrange a room for the meeting. If the meeting coincides with your seminar class presentation, either confirm that the seminar room is available or arrange for a location for the official committee meeting following seminar.
3. Enter the appropriate information on the top of the attached form and present it to the project director at the beginning of the committee meeting. Once filled out and signed by the committee, take the signed completed form after the meeting to the Graduate Program Coordinator (or Chemistry Administrative Assistant).
4. For the meeting, prepare a 10 – 20 minute seminar (or time required for the seminar class if the meeting coincides), with visual aids as appropriate. The seminar should contain the following:
  - a) Introduction and background, including objectives for your project, why the project is interesting and/or important, and what methods will be used to carry out the project.
  - b) Specific goals you expect to accomplish by the second meeting with your committee (if this section is not appropriate for the seminar class presentation, it may be presented at the beginning of the separate meeting with the committee).
5. Prepare the following written documents to distribute to committee members at the meeting:
  - a) Project abstract that briefly defines the project, its importance, and the methods to be used.
  - b) Specific goals to be accomplished before the second committee meeting.  
After the meeting, the written documents will be attached to the "Rubric/Score Form – First Meeting" form, which will be kept on file.

(Optional) Prepare supplemental hand-outs for committee members [example – if your project relies heavily on the specific natures of amino acids and/or peptide sequences, you might prepare a list of names, structures, and symbols of all the amino acids].

## Rubric / Score Form – Internship Project First Meeting with Committee

Student Name \_\_\_\_\_ EKU ID \_\_\_\_\_

Meeting Date \_\_\_\_\_ Time \_\_\_\_\_ (Meeting must be prior to final exam week)

Location \_\_\_\_\_ (List both seminar and meeting locations, if different)

Title of Project

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Score	Max	Category
	3	Presentation: <ul style="list-style-type: none"> <li>• Includes required elements Introduction and Background, Objectives, Methods, Goals</li> <li>• Well organized</li> <li>• Effectively presented</li> </ul>
	3	Written Documents turned in at meeting: <ul style="list-style-type: none"> <li>• Abstract of proposed project and goals to be accomplished by the next meeting with committee</li> <li>• Effectively written and free of errors in spelling, punctuation, and grammar</li> <li>• If feedback from a representative from outside the University is available, it has been presented to the committee</li> </ul>
	3	Student has a reasonable plan for proceeding with the internship to develop an effective internship report
	1	Meeting arranged by the student in a professional and timely manner: <ul style="list-style-type: none"> <li>• Time for the meeting must be agreed before the official withdrawal date for the semester.</li> <li>• Meeting must be held by the final day of classes (before final exams).</li> </ul>
	10	<b>Total Score for this meeting.</b>

Feedback and Suggestions (use additional pages if necessary):
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Thesis/Project Faculty Mentor \_\_\_\_\_

Print

Signature

Date

Committee Member \_\_\_\_\_

Print

Signature

Date

Committee Member \_\_\_\_\_

Print

Signature

Date

Committee Member \_\_\_\_\_

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Signature

Date