

University Of Pittsburgh  
History Of Art And Architecture

**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 to Graduate Secretary to be placed in student's file.]

Name \_\_\_\_\_ Entry Date \_\_\_\_\_

**A. To be completed by student before meeting:**

(please attach extra sheet(s) if necessary to answer 7-10 below)

1. Date of meeting \_\_\_\_\_

2. Checklist of materials given to committee:

☐ cv ☐ Draft grant application ☐ This form ☐ other \_\_\_\_\_

3. Committee members:

Advisor \_\_\_\_\_

Other HAA \_\_\_\_\_

Outside member \_\_\_\_\_

[Note: Two other HAA 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 (projected or actual 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:**

(attach an extra sheet if necessary)

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** \_\_\_\_\_ **Advisor** \_\_\_\_\_