



MSc in Applied Science Annual Assessment & Committee Meetings

Information for Students & Faculty

- The attached form should be completed at each Supervisory Committee Meeting. The student should complete Part I of the form, print the form, and bring it with them to the Supervisory Committee Meeting.
- Students in the MSc program should have a Supervisory Committee Meeting at least once per year. More frequent Supervisory Committee Meetings are encouraged.

Annual Assessment: Completion of APSC 6603 (Thesis I)

- MSc students should convene a Supervisory Committee Meeting near the end of their first year in the program, by which time some research progress should have been made.
- Students should enroll in APSC 6603 for the semester that this meeting will occur in (for students who started the MSc program in September, this would usually be the following Summer semester).
- 1-2 weeks before the Committee Meeting, students should send their Supervisory Committee a written Research Progress Report (10-15 pages) outlining:
 - the research questions that their project aims to address,
 - the research progress made to date,
 - the remaining proposed work to be completed, and
 - a timeline for completion of the program.

NOTE: To pass APSC 6603, the written Research Progress Report must be submitted with the attached Annual Assessment form.

- At the Supervisory Committee Meeting, the student should present their Research Progress Report in a 15-20 minute presentation.
- At the end of the meeting, the Supervisory Committee should excuse the student for a few minutes to discuss the student's progress and complete Part II of the attached form.
- Based on the student's progress, the Supervisory Committee must propose a grade for APSC 6603: pass, in progress, or fail:

Pass

Progress is satisfactory. A passing grade for APSC 6603 is recommended.

In Progress

Progress is unsatisfactory. Remedial actions to be taken and an associated timeline should be clearly documented in Part II of the attached form, which should be submitted to the Program Coordinator after the meeting. When these actions have been completed to the satisfaction of the Supervisor, the Supervisor should send a memo to the Program Coordinator outlining the actions taken, and requesting a change of grade to Pass.

Fail

Following a progress assessment of Unsatisfactory, if the Supervisor feels that the student has not adequately completed the remedial actions previously outlined by the Supervisory Committee, they should call a Supervisory Committee Meeting and ask the student to present their progress. If the Supervisory Committee agrees that progress is Not Acceptable, a Fail may be assigned.

- After the Supervisory Committee has discussed the student's progress and completed Parts II and III of the attached form, the student should be invited back into the room to receive the formal feedback.

For all Supervisory Committee Meetings

- The student should complete Part I of the form, print the form, and bring it with them to the Supervisory Committee Meeting.
- Near the end of the meeting, the Supervisory Committee should excuse the student for a few minutes and complete Parts II and III of the form.
- The student should then be invited back into the room, and the Supervisory Committee should discuss the formal feedback detailed in Part II with the student.
- By adding their signature to Part III, the student acknowledges that they have received and understood the feedback given by the Supervisory Committee. If the student does not understand the committee's feedback, they should ask for clarification.
- The student and supervisor should keep copies of the completed form for their records. The completed form can be emailed to keith.bain@smu.ca (electronic signatures are fine), or a hard copy can be dropped off to Keith in the Dean of Science Office.



**MSc in Applied Science
Annual Assessment & Committee Meeting Form**

Part I: To be completed by Student

Student Name:		A#:	
Program Start Date:			
Thesis Title:			

Date of this Committee Meeting:	
Date of previous Committee Meeting:	

Planned & Completed Courses/Degree Components		
Course	Semester	Grade (if complete)
APSC 6600: Graduate Seminar		
APSC 6603: Thesis I (Annual Report after year 1)		
APSC 6604: Thesis II (MSc Defense)		

Enrolled in Co-op Stream?	No	Yes
If yes, date work term proposed/completed:		

Part II: To be completed by Supervisory Committee

Progress to Date			
Satisfactory	Unsatisfactory (in need of improvement)	Not Acceptable (withdrawal recommended)	
If incomplete, proposed grade for APSC 6603:	Pass	In Progress	Fail
Student's written progress report must be submitted with this form.			
Comments on progress:			

Future Work

Target date for next meeting:

Actions to be completed before next meeting:
(for Unsatisfactory progress, outline remedial actions to be taken and timeline)

Part III: Signatures

Supervisory Committee Approval			
	Name	Affiliation	Signature
Supervisor			
Committee Member			
Committee Member			

Student Signature:	Date:
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Program Coordinator Signature:	Date:
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Email completed form to keith.bain@smu.ca, or submit hard copy to Keith in the Dean of Science Office