



Master of Biostatistics Program

MP - 3

Master's Project Landmark 3 | Project Progress Report Approved by the Examining Committee

*Must Be Completed by **January 31** of the student's second year.*

Once the entire examining committee has approved the project proposal, students should begin working toward completing the project. Students should work with their advisor to determine when they have made enough progress on their project to develop a preliminary progress report. The progress report should describe the work that has been completed as well as demonstrate to the examining committee that a sufficient scope of work will be completed in the requisite timeframe. The progress report should take the form of a short oral presentation given before the examining committee. The progress report is an opportunity for the examining committee to provide feedback to the student to help ensure a positive outcome during the student's oral examination. Students should distribute their slides to the examining committee at least 1 week prior to the meeting. The recommended format for the presentation is 20 minutes of speaking on the part of the student and 10 minutes for questions. Other formats may be used at the discretion of the student's examining committee.

The progress report should be a slide set from an oral presentation and should include the following information:

- Project title
- Detailed description of the background and goals of the project
- Detailed summary of the progress made to date toward project goals and learning objectives
- Detailed summary of any changes to the project scope and a justification of the changes, if applicable
- Detailed summary of the remaining work to be completed and proposed timeline

To submit the MP-3 form, students should turn the signed form in to the Program Coordinator and upload the slides from their progress report meeting to their Drop Box folder on the B&B Bulletin Board Sakai site. Progress report slides should be submitted as a PDF file. The document should use the following naming convention: *MP3_Lastname_Firstname.pdf*.

PLEASE SIGN THIS FORM ELECTRONICALLY. DO NOT SUBMIT PAPER FORMS.

In Adobe Acrobat, open the Tools menu and select Certificates → Digitally Sign and draw a box on the form where your digital signature will be placed. Make sure you do NOT check the box that says "lock document after signing" so that others can sign after you. There is no date field on this form because your digital signature includes a date.

Student's Name and Email Address: _____

Advisor's Approval:

By signing below, I certify that I approve of the midterm progress report and have verified that the examining committee members have also given their approval.

Advisor's Digital Signature: _____

Director of Graduate Studies (DGS) Digital Signature: _____