



MEAK 001 Work-in-Progress Policy

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| MEAK 001 Meakins-Christie Laboratories Policies and Procedures | |
| Policy: <input checked="" type="checkbox"/> New <input type="checkbox"/> Revised | Effective Date: 2017-08-03 |

1. Overview

The purpose of the Work-in-Progress (WIP) is for all Meakins graduate and postdoctoral trainees to share aspects of their research as it develops with their colleagues, including PIs, staff, and students. The goal is to encourage our students to practice summarizing and communicating the research results they have gathered thus far.

2. Frequency of Presentations

First year trainees are welcome to present their research plan and techniques, even if no results have been collected yet. Each trainee is expected to present at least one time per year.

Postdoctoral trainees are expected to present at their Annual WIP as part of their postdoctoral training program (see policy MEAK 002).

3. Schedule

The WIP schedule will be made each summer and trainees will be notified of their presentation date. Trainees are responsible for presenting on their scheduled date. If the date is not convenient for the presenter or for the supervisor, the trainee is responsible for identifying another trainee to switch with. Allow sufficient time to identify a replacement.

No cancellations are permitted.

The schedule and guidelines are available on the Meakins website.

<http://www.meakinsmcgill.com/work-in-progress/>

4. Evaluation Forms

All trainees are required to complete an anonymous evaluation form of each work-in-progress presentation. These evaluation forms are returned to the presenter and used to track attendance. Attendance at weekly work-in-progress sessions will determine eligibility to receive travel awards, studentships, and fellowships.