



MEAK 001 Work-in-Progress Policy

MEAK 001 Meakins-Christie Laboratories Policies and Procedures		
Policy:	<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised	Effective Date: 2017-08-03 Revised Date: 2023-04-14

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 Meakins Admin team will prepare a preliminary WIP schedule each summer and will notify presenters and supervisors. Trainees are responsible for presenting on their scheduled date. If the date is not convenient for the presenter, the trainee is responsible for identifying another trainee to switch with. No cancellations are permitted. We suggest trainees allow sufficient time to identify a replacement. The Meakins Admin team will adjust the schedule throughout the year as needed. The Meakins Admin team will post the schedule of the three notice boards and update the Meakins website accordingly. The Meakins Admin team is not responsible for identifying a replacement presenter.

No cancellations are permitted. There is also no obligation for the supervisor to be present during the WIP presentation.

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.