

Graduate Student and Advisor Discussion Checklist

This checklist provides topics for discussion that help to clarify expectations and responsibilities of the graduate student and the advisor.

We have discussed the following:

Rules, regulations, and policies governing progress through the program as explained in the program handbook.	
Required coursework, including expectations, timetable, and necessary study time.	
Program expectations regarding student attendance and presentations at seminars, meetings, etc.	
Other important aspects of program requirements.	
When/if annual evaluation of the student occurs; and how this evaluation is shared with the student.	
Meeting (frequency and timing) of meetings between advisor and student.	
Lab (or studio) expectations.	
Additional expectation of student by the advisor.	
How to best approach a situation where there might be conflict and/or disagreement between the student and the advisor.	
Other required meetings and/or obligations.	
Expected turnaround time for editorial feedback and submission of revisions on written work (e.g., class projects, proposals, thesis/dissertation drafts, publications.)	
The importance of the student acquiring professional skills for future career, and responsibilities of the student and those of the advisor.	
Opportunities to attend regional, national or international conference, including the opportunity to present and available travel funds.	
Assistantship funding that is offered, its sources, and any additional information.	
Intellectual property; for example, authorship in publications, order of authors, ownership of data/results, patent rights, etc.	
The requirements of the Office of Research Compliance and need for IRB approval before data collection can begin when animals or humans are involved.	
What constitutes academic and non-academic misconduct and consequences (e.g., plagiarism, misrepresentation of data, etc.)	
Additional resources on campus, such as the library, printing, health services, etc.	
Graduate College rules, regulations, and policies, including forms and deadlines.	
Other:	