

## **Making Expectations Explicit**

It is recommended that the expectations of graduate students and the advisor/committee chair be clarified early and maintained consistently. Below are a few suggestions for discussion; please consider recording in writing any agreements, with copies to all involved parties.

### **Proposed Timeline to Degree**

- Proposed date to advance to candidacy (proposal, IRB or IACUC approval)
- Proposed date for the first draft of thesis/project
- Proposed date of graduation

### **Contact and Availability**

- Do you have a preferred method of contact? (Office phone, E-mail, Cell phone)
- What hours are you available for off campus contact?
- Will you meet **routinely** and/or **as needed** for progress updates, literature reviews, data updates, problems, etc.?
- How should the student prepare for meetings (send questions, progress report or agenda prior to meeting)?
- Does either advisor or student have any planned absences from campus?

### **Thesis/Project**

- Where will data, samples, confidential materials (IRB consent forms) be stored? Who will have access?
- What are the advisor's expectations for the condition of initial draft?
- What is the expected turnaround time for drafts? (advisor/committee chair turnaround time to return draft with comments and student turnaround time to return a revised draft)
- What is the advisor's editing style? (lots of comments, very few comments, etc.)
- Will the collaborative work be submitted for publication? If so, how will authors be listed?
- What are the expectations for the second and third committee members? What is their role and timeline?

### **Potential Support**

- Are there opportunities for employment as student assistant, teaching associate, graduate assistant, or research technician?
- Is there financial support from grants and other funding sources? If so, what is the duration of such funding?
- Is there funding for presentations at conferences and meetings (travel, posters, registration)?

### **Conflict Management**

- How will you solve problems and manage conflict if disagreements occur?
- If unplanned absences or delays occur, how will they be handled?
- In the event that the advisor/student relationship cannot be maintained, how will the project proceed?