Managing mutual expectations:
Setting the stage for a successful graduate student and supervisor relationship

The Faculty of Graduate Studies encourages the establishment of clear expectations through open dialogue between a graduate student and their research supervisor(s). This document has been designed to be completed by both the student and the supervisor to help avoid future conflicts and to ensure that all aspects of the supervisory relationship are being considered.[1] This document can be revisited any time throughout the degree program when there are changes to the student's program or direction of research.

[1]This document was adapted from the McMaster template and after guidelines and documents in use at other Canadian universities.

Meetings and Communication

There are many disciplinary differences that exist in how regular meetings and communication may occur between a student and supervisor. One-on-one, lab group or committee meetings are typical as is email, phone, and face-to face forms of communication.   The frequency of such meetings and communication will vary based on the type of work, stage of program and student progress. The items below are based on one-on-one meetings that occur face-to-face. Please feel free to use the open section to record other meeting expectations.

The Supervisor and Student will arrange and attend regular meetings.

- Typically meetings will be held_____(e.g., once a week, twice a month, etc.).

- Generally, the length of meetings can be expected to be approximately _____ minutes / hours (circle).

- The Student / Supervisor / both (circle) will be primarily responsible for recording notes (aka. meeting minutes) on topics and timelines discussed, as well as feedback given, at each meeting. Having an outline for the meeting will keep things on track.

Typically, the Supervisor's preferred method of regular communication is _____ (e.g., face-to-face, email, etc.).

- The Student can typically expect a response from the Supervisor within
  - _____ (time period, e.g., 1 week) for _____(type of work, e.g., emailed question)
  - _____ (time period, e.g., 2 weeks) for _____(type of work, e.g., feedback on findings)
  - _____ (time period, e.g., 1 month) for _____(type of work, e.g., edits to manuscript)
- On average, the Supervisor is in their office, lab, or otherwise available to the Student daily / weekly / monthly / by appointment/ other: _____(circle).

Supervisory Relationship

For the Supervisor: how would you describe your typical supervisory style (e.g., hands-on /hands-off,

mentor/manager/colleague/etc.)?

_____.

For the Student: how would you describe your learning style (e.g., mostly independent, does well with structure, needs feedback/encouragement etc.)? _____.

Time Management, Employment, and Training

Please use the **Planning Your Program** chart (end of the document) to discuss and record program-specific (and other) expectations, with respective timelines, for the Student.

Although the academic program relationship between a Supervisor and Student is not an employment relationship, Supervisors may have expectations in regard to the average number of hours per week that the Student should be in the office/lab/on campus etc., in order to complete his/her research within the required timelines, keeping in mind that these expectations may differ at different times throughout the program. Similarly, Students may have commitments, including teaching duties, which may impact their schedule. Bearing this in mind:

- What are the expectations of the Supervisor and the Student regarding the Student's lab/office/campus attendance? _____.

- How will vacation time for the Student be negotiated? [1] _____.

- If the Student does not complete his/her PhD within 4 years, or their Masters within _____ year(s), funding will / will not / could potentially (circle) be provided.

- What efforts will the Supervisor and Student make to ensure "on time" program completion? _____.

Does the Student have a contract to hold a Graduate Assistant position during the course of their program? [2] Yes / No / Unsure (circle)

Does the Student have a contract to hold a Research Assistant position during the course of their program? Yes / No / Unsure (circle)

If the student is paid as a Research Assistant (RA) for the Supervisor, or another professor, how might this arrangement affect the Student's own research program (e.g., competing RA vs. program demands on Student's time, authorship on publications, etc.) _____.

Additional opportunities for the Student to teach/supervise others might include: _____.

Are there voluntary courses, certificates, or other training opportunities that the Student may wish to take (Propel PD; University teaching certificate etc.)[3]? _____.

Conferences and Scholarships
Are there opportunities for the Student to attend conferences and/or to present scholarly work? Yes / No / It depends (circle). If so,

- Who will be primarily responsible for searching out such opportunities? Student / Supervisor / both (circle)?

- The Student will receive / will not receive/ will apply to receive (circle) funding from the Supervisor / department / Faculty of Graduate Studies for travel related to conference presentations given by the Student.[4]

Is the Student planning or required to apply for scholarships appropriate to his/her program of study? Yes / No / Maybe (circle). If so, what role if any might the Supervisor play in the application process?[5] _____.

Supervisory Committee
Who will set up the Supervisory Committee? _____

When will the Supervisory Committee be set? _____

If there is a requirement for an annual Supervisory Committee meeting, when is it likely to occur? _____

What should be done by the Student to prepare? _____

What are the expectations of the Student in regard to forming and interacting with the Supervisory Committee? _____.

Health and Safety
If relevant, where would I find information on health and safety policies and procedures? _____ (e.g., name of the appointed safety officer, operating procedures, etc.).[6]

Research Ethics

Will the Student be conducting research on human or non-human animals (including human biological materials)? Yes / No / Uncertain (circle). If so, the Student is required to complete an ethics approval form before data collection can begin?

_____.[7]

Authorship

As early as possible in the program, and after having requested input from those affected as appropriate, the authorship order for anticipated journal articles will be determined by the Supervisor assuming he/she is the lead researcher. The Student is normally first author on an article based on the Student's thesis, particularly when it forms part of a *Manuscript Style Thesis*.[8] The Supervisor will communicate determinations around authorship to the Student in writing. A Student who has concerns about authorship issues may seek the assistance of the program Coordinator, and, if necessary, avail her/himself of dispute resolution processes within the University.

- Authorship order will be determined based on the following criteria/process:
  _____.

- Will the Student have an opportunity to obtain first author publications? Yes /No / It depends (circle).

  o Please elaborate if necessary _____.

- Is the Student considering doing a Manuscript Style Thesis? Yes /No / It depends (circle)

Publication

Who will be primarily responsible for preparing and submitting for publication the results of research completed by the Student as part of the Student's degree requirements? Supervisor / Student / both (circle).

Is the Student required to obtain permission from the Supervisor prior to submitting an article for publication based on the Student's research? Yes / No / It depends (circle).

Is the Student's research funded by the one of the Tri-Agencies (i.e., NSERC, SSHRC, CIHR)? Yes / No / Unsure (circle).

If so, what are the relevant publication restrictions (if any) and implications for the Student? (E.g., must publish in Open Access Journals; UWindsor open-access-policy etc.)[9]

_____

Ownership Rights and Intellectual Property

Will the Student be involved in research governed by an Industry Sponsored Research Agreement?[i] Yes / No / It depends (circle). If so,

- where does funding come from?_____

are there relevant publication restrictions on the Student's research such as a Non-Disclosure Agreement (NDA)?[ii] <u>Yes / No / Unsure</u> (circle). _____.

- bearing in mind the graduate thesis regulation requires a public defense and the document to be deposited in the online repository, how might this agreement impact the student's thesis (e.g., right of Industry partner to review Student's thesis, or other proposed disclosure, prior to any public presentation of results; embargoed/withheld thesis)?
_____
Note: If concerns exist regarding this topic, consultation with the Faculty of Graduate is advised.

Is there a possibility that an invention arising from the Student's research could be patentable? <u>Yes / No / It depends</u> (circle).

Is the Student and/or Supervisor interested in commercializing the results of the Student's research now or in the future? <u>Yes / No / It depends</u> (circle).[10]

Please elaborate for the Student on any other relevant information about the following:

- Copyrights and trademark protection: _____

- Commercialization grants: _____

- Confidentiality, inter-institutional, and license agreements: _____

✈ Sabbatical

The Supervisor <u>does / does not</u> (circle) plan to take a sabbatical during the Student's study period. If so,

- the sabbatical is expected to start _____ (date), and last approximately _____ (length).

- how will the Supervisor ensure adequate supervision of the Student? _____.

📄 Student's Academic and Professional Development[11]

The Student's <u>immediate</u> goals include:

- Academic goals: _____.

- Professional/career goals: _____.

The Student's <u>long-term</u> goals include:

- Academic goals: _____.

- Professional/career goals: _____.

Which of the Student's goals does the Supervisor feel that he/she could help the Student achieve? How might the Supervisor help?

_____.

Additional Comments

_____
_____
_____
_____
_____.

What to do with this form?

It is recommended and encouraged that both the student and supervisor keep a copy of this form in their records. The discussion recorded on this form can be reviewed by both parties and revised together again in the future if deemed appropriate.

Additional support resources:

The Faculty of Graduate Studies is proud to offer further avenues of support for graduate students. These include:

- Your Graduate Program Coordinator
- Student Counselling Centre (http://www.uwindsor.ca/studentcounselling/)
- Graduate Students Society (http://www1.uwindsor.ca/gss/)
- International Student Centre (https://www.uwindsor.ca/international-student-centre/)

Planning Your Program

Name: _____ Date: _____

The following are program (or other) requirements specific to the Student with accompanying timelines and/or dates for completion (suggested items: progress reports, committee meetings, comprehensive exams, technical or safety training, etc.).

Item(s)	Frequency (e.g., once a year)	Due date(s)/Timeline (if applicable)	Notes/ Links/ Relevant Resources

Adjustments:
In some instances adjustments to the program plan may be required. If, after a detailed discussion, both the student and the supervisor agree to make necessary adjustments, they should print out an additional copy of the above chart and make changes as needed. They should then append the revised aforementioned chart to their Student/Stupervisor agreement.

Endnotes

[1]There is no formal policy on graduate student vacation when performing their own research related duties. This should be discussed with the Supervisor in advance to ensure that all relevant issues have been addressed and appropriate plans are in place (e.g., animal care). No vacation time may be taken while employed as a Graduate Assistant.

[2] The GA/TA Network provides valuable opportunities in a student-mentored environment to improve your skills as a Graduate Assistant. You may wish to take advantage of these opportunities (http://www1.uwindsor.ca/ctl/gata).

[3] The University of Windsor offers a University Teaching Certificate (UTC) Program offered through the Centre for Teaching and Learning (http://ctl.uwindsor.ca/utc). Participants can complete courses and modules designed to enable their success in teaching and learning. Discuss this opportunity with your Supervisor as it will require additional course commitments. There are also opportunities available for professional development through the Propel series of workshops. This partnership between the Faculty of Graduate Studies and the Office of Career Development and Experiential Learning is designed to help you find success with your graduate degree (http://www.uwindsor.ca/graduate-profdev/).

[4] Funding for presenting at conferences is also available through the Faculty of Graduate Studies Conference Travel Support Fund (http://www.uwindsor.ca/graduate-studies/456/scholarships-and-awards).

[5] Scholarship opportunities and eligibility can be found on the Faculty of Graduate Studies website. Notices of scholarship availability will also be circulated through the Department (http://www.uwindsor.ca/graduate-studies/456/scholarships-and-awards)

[6] If required, information on Health and Safety training can be found at http://www1.uwindsor.ca/hr/safety/requiredtraining

 [7] Information on the human research ethics process can be found at http://www.uwindsor.ca/research-ethics-board/

The ethics application template can also be used for research conducted with Windsor Regional Hospital or Hôtel-Dieu Grace Healthcare.

For non-human and/or animal research the process can be found at http://www.uwindsor.ca/animal-care-committee/

[8] Students may consider completing a *Sandwich Manuscript Style Thesis* if some of the research undertaken expressly for the degree has previously been published or prepared by the Student as one or more journal articles, or parts of books. To determine eligibility for completing Sandwich Manuscript Style Thesis, the Student should discuss and obtain permission from the Supervisory Committee, as well as consult the Guide for the Preparation of Theses, Dissertation and Major Papers a link for which can be found on the School of Graduate Studies website.

[9] If your research is funded by one of the Tri-Agencies you must comply with the objectives of the Tri-Agency Open Access Policy on Publications which is to improve access to the results of Agency-funded research, and to increase the dissemination and exchange of research results. For more information, visit the NSERC, SSHRC, CIHR, and/or Government of Canada [Science] (http://www.science.gc.ca/default.asp?lang=En&n=F6765465-1) website.

The University of Windsor also has an open-access-policy for Tri-Council funded researchers which can be found at http://leddy.uwindsor.ca/university-windsor-open-access-policy

[10] The Office of Research and Innovation Services can advise on any research partnerships. Additional information can be found at: http://www.uwindsor.ca/research-innovation-services/310/research-partnerships

[11] For more information on graduate student professional development please visit http://www.uwindsor.ca/graduate-profdev/