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1 How to Use This Passport

This passport is your at-a-glance guide for key academic and professional milestones. Use it to:

- Track yearly requirements
- Start conversations with your supervisor
- Stay aligned with timelines from the **Graduate Calendar**
- Check off milestones as you go

First Things First (Semester 1 Checklist)

TASK	DONE	•••••
Meet with a supervisor to establish goals & expectations		•••••
Discuss communication preferences & feedback timelines		••••
Review <u>Graduate Calendar</u>		• • • • • • • • • • • • • • • • • • • •
Explore funding and scholarship options		
Register for courses via UWinsite		
Complete Academic Integrity & AODA training		
Review program handbook & degree requirements		
Connect with the Graduate Student Society (GSS)		
Schedule a check-in with Graduate Coordinator		••••
Explore student supports (counselling, accessibility)		•••••
		•••••

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Year-by-Year Milestones

Year 1

- Finalize coursework plan with supervisor
- Identify research topic & ethics requirements
- Submit funding or scholarship applications
- Attend at least 1 professional development workshop
- Confirm supervisory committee

Year 2

- Meet program milestones (e.g., comprehensive exams, progress reports)
- Attend or present at a conference
- Plan thesis/dissertation timeline and defense date (Masters)
- Submit proposal (Masters-Semester 1)
- Submit defence (Masters-Semester 2)
- Receive feedback and implement changes
- Apply for graduation (Masters-see important dates)
- Update CV and explore career or postdoc opportunities (Masters)

Year 3+ (PhD)

- Continue research and writing
- Co-author or submit first publication
- Plan thesis/dissertation timeline and defense date

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- Continue research and writing
- Final thesis defense (check deadlines for formatting submission)
- Apply for graduation (see <u>important dates</u>)
- Complete any exit surveys required by your program
- Update CV and explore career or postdoc opportunities (PhD)

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4 Communication with Supervisor

TOPIC SUPERVISOR'S STUDENT PREFERENCE NOTES

Best method (e.g., phone, text, email, Teams)

Average response time

Feedback turnaround for written work

Meeting frequency & format

Growth & Wellness

AREA	DONE	NOTES
Career Development (job boards, mock interviews, resume reviews)		
Writing Support (Writing Centre, thesis writing bootcamps)		
Mental Health Resources		
Teaching / GA training and opportunities		
Wellness and Work-Life Balance check-in		



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6 Reflections

Beginning

- Biggest questions I still have:
- What excites me most this year:

Halfway Mark

- One academic goal I have met this year:
- Support I need going forward:

Upon Completion

- How I have grown in grad school:
- What I am proud of:_______

Keep this passport up-to-date and bring it to annual meetings or anytime you meet with your supervisor. It's your tool to **own your graduate experience**.

7 Useful Links & References

- Important Dates (UWindsor Grad Studies)
- Graduate Calendar
- Wellness Resources
- Career Development
- Student Accessibility Services





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From Anywhere To Windsor NAME OF PASSANGER Winston Lancer

ADE18 Flight number

C20 Gate

ADE18 Flight number

NAME OF PASSANGER Winston Lancer

22A Seat

C20 Gate

To UofW

Boarding Time 08:30 AM



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Graduate Studies Important Dates



