

Developing Shared Expectations

(select and adapt from these suggested topics, as relevant to your discipline)

1. Communication and meetings.

- a. *What is the best way/technology to get a hold of each other? What is the appropriate time frame to expect a response?*

- b. *When do you plan to meet (be as specific as you can), is an agenda required, how long will the meeting be?*

2. Student's role on project: *Describe student's primary area(s) of responsibility and expectations (e.g. reading peer-reviewed literature, in-lab working hours, etc.).*

3. Participation in group meetings (if relevant). *Student will participate in the following ongoing research group meetings. What does this participation look like?*

4. Tentative papers on which student will be an author or coauthor. *Discuss disciplinary norms around authorship; list the papers and the likely order of student's authorship, e.g., first, second, etc.*

5. Opportunities for feedback. *In what form and how often can the student expect to receive feedback regarding overall progress, research activities, etc.? How much time is needed by the mentor to provide feedback on written work, such as chapter and publication drafts?*

6. Professional meeting(s) that the student will attend and dates: *What funding is available to attend these meetings?*

7. Networking opportunities: *Discuss additional opportunities to network (e.g. meeting with seminar speakers, etc.)*

8. Vacations, absences, and time away from campus. *Discuss expectations regarding vacations and time away from campus and how best to plan for them. What is the time-frame for notification regarding anticipated absences?*

- 9. Funding:** *Discuss the funding model and plans for future funding (e.g. internal and external fellowships, including RMF funding, training grants, GSI, GSRA, GSSA.); discuss any uncertainty in future sources of funding, and contingencies.*

10. Completion of programmatic milestones and other milestones (as applicable).

Academic Milestones	Year 1			Year 2			Year 3			Year	Year	Additional Years
	F	W	S/S	F	W	S/S	F	W	S/S			
Milestones:												
<i>Qualifying Exam</i>												
<i>Preliminary Exam</i>												
<i>Candidacy Exam</i>												
<i>Dissert. Comm. Mtg.</i>												
Other Milestones:												

Place an X in terms designated for milestones. F=Fall, W=Winter, S/S = Spring/Summer.
Other milestones might include: Conference presentation; peer-review publication, etc.

11. Anticipated date of defense and graduation:

- 12. Professional goals:** *Identify short-term and long-term goals, and discuss any steps/resources/training necessary to accomplish the goals.*

- 13. Skill development:** *Identify the skills and abilities that the student will focus on developing during the upcoming year. These could be academic, research, or professional skills, as well as additional training experiences such as workshops or internships.*

- 14. Other areas:** *List here any other areas of understanding between the student and mentor regarding working relationship during the student's tenure.*