**Template Conversation Checklist**

**for a New Graduate Student**

Every department must develop a list of topics that will be covered during a meeting between a supervisor and a graduate student held at the start of any supervisory relationship. Topics likely to be listed include program requirements, academic integrity requirements, the role of the supervisor, the preferred means of communication, the availability or non-availability of funding, and scholarly practices and outputs.

This template can be used by the department as a guide to develop a checklist of topics for this initial conversation with a new graduate student (thesis-based). Similar to a checklist for an orientation meeting with a new employee, the checklist can also be used for record keeping purposes, with both the supervisor and the student retaining a signed copy for their files.

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program of Study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_

|  | **Discussed** | **Interested in further information?** |
| --- | --- | --- |
| **Who’s who** |
| Identify key members of faculty and staff within the department (and/or Faculty), including the graduate coordinator (aka the Associate Chair or Academic Director) and the graduate program administrator.  |  | See Department and Faculty websites |
| Explain the role of the department (or Faculty where non-departmentalized) in setting the requirements of the degree program. Note the role of the Faculty of Graduate Studies and Research (FGSR). |  | [Calendar](https://calendar.ualberta.ca/content.php?catoid=29&navoid=7268#responsibilities-related-to-graduate-programs) |
| **Key documents** |
| Identify the documents with which every graduate student should be familiar, including the university’s Calendar (containing the academic schedule and important deadlines), and the FGSR Graduate Program Manual, and any departmental graduate handbooks. |  | [Calendar](http://calendar.ualberta.ca/index.php)[Graduate Program Manual](https://uofa.ualberta.ca/graduate-studies/about/graduate-program-manual)   |
| Introduce the graduate student to the Code of Student Behaviour, the Practicum Intervention Policy (if applicable), and the university’s Research and Scholarship Integrity Policy. Direct the student to read *A Guide to Academic Integrity for Graduate Students*, available online from the website of the university’s office of Student Conduct and Accountability |  | [Code of Student Behaviour](https://www.ualberta.ca/governance/resources/policies-standards-and-codes-of-conduct/code-of-student-behaviour)[Practicum Intervention Policy](https://www.ualberta.ca/governance/resources/policies-standards-and-codes-of-conduct/practicum-intervention-policy)[Research and Scholarship and Integrity Policy](https://policiesonline.ualberta.ca/PoliciesProcedures/Pages/DispPol.aspx?PID=70)[A Guide to Academic Integrity for Graduate Students](http://www.osja.ualberta.ca/Students/GraduateHandbook.aspx)/Student Conduct and Accountability |
| **Registration requirements** |
| Confirm that it is the student’s responsibility to ensure that his/her registration is accurate, complete and done before the deadlines, and advise that there are consequences for letting a program lapse by failing to register. Advise students of their responsibility to pay fees by the deadlines set out in the university’s Calendar. |  | [Calendar](https://calendar.ualberta.ca/content.php?catoid=29&navoid=7271#registration)[Doctoral Student Registration - Calendar](https://calendar.ualberta.ca/content.php?catoid=29&navoid=7271#doctoral-degrees)[Registrar’s Office Website](https://www.ualberta.ca/registrar/registration-and-courses) |
| **Academic requirements** |
| Discuss the academic requirements of the particular degree program, including the minimum GPA and minimum grade requirements. Discuss the residence requirement (if applicable) and the time limits for completion of a graduate degree, including the three-year program requirements rule (other than the thesis) for full-time doctoral students.  |  | [Calendar - Academic Standing](https://calendar.ualberta.ca/content.php?catoid=29&navoid=7271#academic-standing) [Calendar – Time Limits](https://calendar.ualberta.ca/content.php?catoid=29&navoid=7271#time-limit-for-completion-of-graduate-programs)  |
| Note the requirement for all graduate students at the University of Alberta to complete at least 8 hours structured academic integrity and ethics training. |  | [Calendar – Academic Integrity and Ethics Requirement](https://calendar.ualberta.ca/content.php?catoid=29&navoid=7271#academic-integrity-and-ethics-training-requirement)  |
| Note the requirement for all graduate students at the University of Alberta to complete the Professional Development Requirement, including an Individual Development Plan (IDP) and 8 hours of professional development activities.  |  | [Calendar – Professional Development Requirement](https://calendar.ualberta.ca/content.php?catoid=29&navoid=7271#professional-development-requirement) [FGSR Website Resources](https://www.ualberta.ca/graduate-studies/professional-development/professional-development-requirement) |
| **The role of the supervisor** |
| Discuss the role of a supervisor, including the assistance provided in planning a student’s program, and a supervisor’s obligation to stay informed about the student's research activities and progress. |  | [Calendar – Supervisor’s Obligations](https://calendar.ualberta.ca/content.php?catoid=29&navoid=7268#responsibilities-related-to-graduate-programs)  |
| Discuss the importance of maintaining open communication throughout the student’s program of studies. Exchange contact details and discuss your general availability and preferences for keeping in touch (e.g. email, in person, phone). Discuss the obligation of the student to keep the supervisor informed of progress. |  |  |
| Discuss the scheduling of meetings and expectations for how many meetings, as well as the importance of record keeping. |  |  |
| Discuss expectations with respect to attendance at seminars and/or labs. |  |  |
| **Funding** |
| Discuss funding, making clear whether funding is or is not guaranteed, and discuss the possibility of future applications for scholarships and other awards. Be aware of the contractual obligations attached to graduate teaching or research assistantships. |  | [FGSR Awards and Funding](https://www.ualberta.ca/graduate-studies/awards-and-funding)[Collective agreement and contractual obligations](http://www.hrs.ualberta.ca/MyEmployment/Agreements.aspx) |
| If the graduate student will also be an employee, discuss the terms of the appointment (expected hours, duties, reporting procedures, performance appraisal, vacations, safety training, etc.) |  | [Graduate Student Agreement Resources](https://www.ualberta.ca/human-resource-services/managing-administration/collective-agreement-administration/graduate-student-agreement-resources) |
| **Research collaboration** |
| Where collaboration in research is expected, discuss your practice, and the practice of your department and discipline, with respect to co-authorship, first authorship, order of authorship, and acknowledgement of contributions. General guidelines on authorship are also available from the FGSR Graduate Program Manual and the university’s *Intellectual Property Guidelines for Graduate Students and Supervisors*. |  | [Graduate Program Manual - Intellectual Property](https://uofa.ualberta.ca/graduate-studies/about/graduate-program-manual/section-10-intellectual-property)[Graduate Program Manual - Ownership of Research Material](https://uofa.ualberta.ca/graduate-studies/about/graduate-program-manual/section-10-intellectual-property/10-3-guidelines-for-ownership-of-research-materials)[Intellectual Property Guidelines and Agreement](https://uofa.ualberta.ca/graduate-studies/about/graduate-program-manual/section-10-intellectual-property/10-1-intellectual-property-guidelines-and-agreement) |
| **The thesis** |
| Discuss the university’s policy of public access to a thesis, noting the increasing availability of theses on the Internet, and the possible implications (if any) with respect to any future publication plans or (if applicable) patent applications. Encourage the student to use their time at the university to become familiar with publishing practices in your discipline. |  | [Calendar – Restricting Access to the Publication of a Thesis](https://calendar.ualberta.ca/content.php?catoid=29&navoid=7272#thesis-requirements) [Collections Canada](http://www.collectionscanada.gc.ca/thesescanada/)  |
| Direct the student to the university’s guidelines for formatting a thesis. |  | [Thesis Requirement & Preparation](https://www.ualberta.ca/graduate-studies/current-students/academic-requirements/thesis-requirement-and-preparation) |
| **Availability of further assistance** |
| Mention the availability of professional development opportunities, such as the teaching development week organized by FGSR, and the guidance offered by the university’s Career Centre. |  | [FGSR Professional Development Requirement](https://www.ualberta.ca/graduate-studies/professional-development/professional-development-requirement)[Career Centre](http://www.caps.ualberta.ca/)  |
| Mention the availability of various resources on campus to assist graduate students, including FGSR, the Student Success Centre, the Centre for Writers (C4W), the Graduate Students’ Association (GSA), the Student Ombudservice, as well as any department-specific groups. |  | <http://www.gradstudies.ualberta.ca/><http://www.studentsuccess.ualberta.ca/><http://c4w.ualberta.ca/><http://www.gsa.ualberta.ca/><http://www.ombudservice.ualberta.ca/> |

We confirm that the above matters have been discussed on the date indicated above:

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Graduate Student

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Supervisor