

## Supervisor Checklist

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### MLCS

The following items are intended to encourage a conversation between student and supervisor at the beginning of their relationship. Please take the time to read and discuss these items together. This is a **mandatory** exercise as regulated by the Faculty of Graduate Studies and Research. Return your signed copy to the Graduate Advisor.

**Student Name:** \_\_\_\_\_

*As your supervisor, you can expect me to:*

- Demonstrate commitment to your research and educational program, and offer stimulation, respectful support, constructive criticism, and consistent encouragement.
- Assist with identification of a research topic that is suitable for you and manageable within the scope of your degree.
- Assist you in gaining access to required facilities or research materials for your projects.
- Assist you with scholarship applications and provide advice on academic employment opportunities to the best of my ability.
- Act in accordance with the University of Alberta's Collective Agreement with the Graduate Student Association.
- Discuss with you the implications of engaging with activities/work unrelated to your thesis/project topic.
- Provide information about my availability for meetings and expectations about preparation for meetings.
- Assist you in planning your research program, setting a time frame, and adhering as much as possible to the schedule.
- Encourage you to finish when it would not be in your best interest to extend your program.
- Be accessible for consultation and discussion of your progress and research at a minimum of once a term. On average, our meetings will be held \_\_\_\_\_.
- Support you in your preparation for candidacy, which will be completed in year two of the program, if applicable.
- To the best of my ability, attend your presentations in appropriate venues and join in associated discussion.
- Explain my expectations for professional behavior, responses to constructive criticism, and academic performance.
- Assist you in overcoming any cultural difficulties with norms, ethics, and expectations.
- Promote a research environment that is safe and free from harassment.
- Assist in managing conflict or differences among members of the supervisory committee, if applicable.
- Make arrangements to ensure adequate supervision if I am absent for extended periods of more than a month.
- Encourage you to present your research findings within and outside the University.

Your signature confirms that you have read and understood the above expectations and had a thoughtful discussion of this relationship:

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date