

First Meeting and Conversation Checklist for Advisor and Student

Student Name: _____

Date of meeting: _____

<u>Discussion Points</u>	Tick to confirm topic has been discussed	Notes
REGULAR CONSULTATION: We have discussed the importance of attending regular student-advisor meetings as warranted (a basic guideline is one meeting per term).	<input type="checkbox"/>	
PROGRAM EXPECTATIONS: We have discussed program expectations regarding the following items (where applicable): guidelines for advisors/supervisors and students; which program route to take, thesis, project or course-only; elective options.	<input type="checkbox"/>	
ADVISOR / SUPERVISOR / STUDENT EXPECTATIONS: We have discussed the purpose of the advisor/supervisor/student relationship regarding the following items: best way to communicate, how often to communicate and when to meet, when each person is on vacation (if the advisor / supervisor needs to find a stand in while on vacation), updating relevant parties with contact information and disclosing any conflicts of interest that may arise.	<input type="checkbox"/>	

<p>ADVISOR SUPPORT: We have discussed the resources available online and at the Bata Library and the Academic Skills Centre as well as the Student Services resources</p>	<input type="checkbox"/>	
<p>PROGRAM COMPLETION PLAN: We have discussed the feasibility of the students' plan and mapped out the plan with a <u>timeline</u> to ensure timely degree completion (normally within 2-4 years), including the impact of the student's other workload.</p>	<input type="checkbox"/>	
<p>STUDENT ORIENTATION: The student has completed the orientation events and checklist including training on academic writing and research, use of research equipment, and ethics training module</p>	<input type="checkbox"/>	
<p>PROFESSIONAL CONDUCT: We have discussed professional comportment, such as attending classes, timely submission of coursework, professional judgment.</p>	<input type="checkbox"/>	
<p>COURSE REQUIREMENTS: We have discussed that the student must complete an annual progress report in consultation with the advisor that is submitted to the M.Ed. department. (See section 3.6 for info & links)</p>	<input type="checkbox"/>	
<p>RESEARCH ETHICS: The student has been made aware that ethics approval is needed before data collection can begin when humans or animals are involved.</p>	<input type="checkbox"/>	
<p>ACADEMIC MISCONDUCT: We are familiar with graduate academic integrity policy document shown in the Graduate Calendar. We have discussed academic integrity issues such as plagiarism or misrepresentation of data in presentations, thesis proposal, thesis or project, and work for publication, and consequences of these acts.</p>	<input type="checkbox"/>	

<p>AUTHORSHIP & INTELLECTUAL PROPERTY: We have discussed the intellectual property (IP) matters that may arise in the course of studies, such as authorship in publications, order of authors, ownership of data and research results, and patent rights.</p> <p>Where applicable, IP matters will be discussed before any publication or presentation of the research in order to ensure accreditation of authorship and patentability is not jeopardized</p>	<input type="checkbox"/>	
<p>INFRASTRUCTURE AND FACILITIES: We have discussed requirements for study and research and establish if the advisor can help provide assistance.</p>	<input type="checkbox"/>	
<p>PROFESSIONAL DEVELOPMENT: We have discussed the importance of accessing and acquiring professional development skills. Experiences of this nature add value to the student's future career.</p>	<input type="checkbox"/>	
<p>CONFLICT RESOLUTION: We have discussed the mechanisms for raising any concerns over advising, supervising or other conflicts, which may arise - order of consultation as needed, with:</p> <p>1) advisor/supervisor, 2) Director, 3) Dean of Graduate Studies</p>	<input type="checkbox"/>	
<p>OTHER: Add anything that you would like to be reviewed with advisor / student</p>	<input type="checkbox"/>	

Signatures: The Graduate Student and Advisor / Supervisor have reviewed and discussed the guidelines provided on this checklist.

Advisor / Supervisor:

PRINT NAME

SIGNATURE

Date:

Graduate Student:

PRINT NAME

SIGNATURE

Date:

Copies of this signed checklist will be kept by the Supervisor, the Student and the M.Ed. Program Administrative Assistant