

Advisee's Annual Checklist:

To be completed by the graduate student advisee in reference to the faculty advisor.

This form is to be filled out by the graduate student advisee. Please complete and return to the Graduate Coordinator by uploading the signed form to the graduate canvas page. This form is a confidential document that is made available only to the DGS and Graduate Coordinator. The goal is to help the department better understand the advisee/advisor relationship and to identify potential problems.*

*For advisees of the DGS, this checklist is viewed instead by the department chair.

Advisee: _____

Date: _____

Advisor: _____

My advisor is:

- ___ Interacting with me constructively and respectfully.
- ___ Meeting with me at least bi-weekly during the academic year.
- ___ Responding to emails from me during the academic year within three working days for research-related questions, and one working day for AI-related duties unless otherwise indicated in the email.
- ___ Responding gracefully and respectfully to reminders from students.
- ___ Helping me understand the substance and methods of my field by providing intellectual guidance and training.
- ___ Discussing and providing guidance on research ethics.
- ___ Encouraging safety in the field.
- ___ Encouraging a healthy work/life balance.
- ___ Helping me understand the expectations for professional behavior in my field (e.g. how to behave in the classroom, at conferences, etc.).
- ___ Working with me on the basics of academic professionalization, including:
 - How to prepare an academic CV;
 - How to write a conference abstract;
 - How to give the most common forms of academic presentations (e.g. 15 and 45-minute talks);
 - How to write a grant application (if relevant); and
 - How to apply for academic jobs.
- ___ Encouraging and helping me to publish by:

- Discussing journal selection;
- Reviewing draft manuscripts; and
- Teaching me efficient and constructive ways to respond to peer reviews.

___ Providing useful and timely feedback on my work during the academic year as follows:

- On presentations, within three working days;
- On article and thesis drafts, within 1-2 weeks; and
- On dissertations, within one month.

___ Giving me clear direction about their standards for presentations, theses, dissertations, journal articles, and reports.

___ Giving me credit for contributions to papers, presentations, or other products (see departmental co-authorship guidelines)

___ Working with me on non-course specific teaching skills, including:

- How to prepare a syllabus;
- How to facilitate class discussions;
- Fair and appropriate grading; and
- How to deal with teaching-related problems (e.g., difficult students, misconduct, etc.).

___ Helping me connect to other scholars in my field.

___ Discussing alternatives to academic careers and helping me connect to relevant resources, such as the Walter Center.

___ Meeting with my full committee annually to discuss progress towards degree.

My advisor is not:

___ Expecting me to assist them in non-academic realms (e.g. running personal errands).

___ Belittling or demeaning me in person or other media.

___ Obstructing my access to data I helped collect.

___ Expressing romantic or sexual interest in me or committing any form of gender or sexual harassment.

___ Using my work without attribution.

___ Asking me to work more than 20 hours/week on average for my AI/RA position.

___ Asking me to write papers or presentations for them.

___ Asking me to write my own recommendation letter.

Please explain any areas of concern: