

Conversation Checklist for the First Meeting between a Graduate Student and Advisor/Supervisor

This is a list of suggested topics intended for the first meeting between a supervisor and supervised student, in the term in which the relationship is established. The topics listed here can also be discussed, selectively, during the orientation meeting between an advisor and first year MSc student.

Topic	Resources
Program Requirements	
Discuss the general information about the particular degree program the student is in, including the academic requirements such as GPA and grade requirements and time limits for completion of the program.	MSc Program: https://uofa.ualberta.ca/computing-science/graduate-studies/current-students/msc-requirements PhD Program: https://uofa.ualberta.ca/computing-science/graduate-studies/current-students/phd-requirements
Role, Expectation, and Communication	
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. Discuss Student OmbudService and review Student-Supervisor Relationships	http://uofa.ualberta.ca/graduate-studies/about/graduate-program-manual/section-1-areas-of-responsibilities/1-2-the-supervisor http://www.ombudservice.ualberta.ca/
Discuss the expectations of the supervisor on supervised student, as well as program milestones, such as candidacy (its format and objectives) for doctoral students.	
Discuss the importance of maintaining open communication throughout the student's program of studies, and the preferred ways of communication (frequency of meeting, email exchanges, attending seminars, etc.). Discuss the obligation of the student to keep the supervisor informed of progress.	
Funding	

Topic	Resources
Discuss funding issues, including the possibility of future applications for scholarships and other awards.	http://uofa.ualberta.ca/graduate-studies/awards-and-funding http://www.hrs.ualberta.ca/MyEmployment/Agreements.asp x

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