

# FGSR Supervisor Checklist for PhD and MA Thesis Students in English



Please complete and sign this checklist at your first supervisory meeting, and return it to the Graduate Program Administrator (humgrad3@ualberta.ca). This is an FGPS requirement for all students who have a thesis supervisor in the graduate program in English.

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

	Discussed	Interested in further information?
<b>Key documents</b>		
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 <i>A Guide to Academic Integrity for Graduate Students</i> , available online from the website of the university's office of Student Conduct and Accountability		<a href="#">Code of Student Behaviour</a> <a href="#">Practicum Intervention Policy</a> <a href="#">Research and Scholarship and Integrity Policy</a> <a href="#">A Guide to Academic Integrity for Graduate Students</a> <a href="#">Ethics and Academic Citizenship Requirement</a>
<b>The role of the supervisor</b>		
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.		<a href="#">Calendar – Supervisor's Obligations</a> <a href="#">Graduate Manual – Areas of Responsibilities</a>
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 the annual meeting with a student's committee.		

<b>Funding</b>		
Talk about how funding works in the Graduate Program—discuss applying for SSHRC or other kinds of funding, as appropriate. Discuss nature of research assistant funding and responsibilities, as appropriate.		<a href="#">FGPS Awards and Funding</a> <a href="#">Collective Agreement and Contractual Obligations</a>
<b>Research collaboration</b>		
Discuss your practices, and the practice of your department and discipline, with respect to research collaboration, co-authorship, and acknowledgement of contributions. General guidelines on authorship are also available from the FGPS Graduate Program Manual and the university's <i>Intellectual Property Guidelines for Graduate Students and Supervisors</i> .		<a href="#">Graduate Program Manual – Intellectual Property</a> <a href="#">Graduate Program Manual – Ownership of Research Material</a>
<b>The thesis</b>		
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.		<a href="#">Calendar on restricting Access to the Publication of a Thesis</a> <a href="#">GPM on restricting access to your thesis</a> <a href="http://www.collectionscanada.gc.ca/thesescanada/index-e.html">http://www.collectionscanada.gc.ca/thesescanada/index-e.html</a>
Direct the student to the university's guidelines for formatting a thesis.		<a href="#">Thesis Requirement &amp; Preparation</a>

Availability of further assistance		
Mention the availability of professional development opportunities, such as the teaching development week organized by FGPS, and the guidance offered by the university's Career Centre (CAPS).		<a href="http://www.gradstudies.ualberta.ca/profdev.aspx">http://www.gradstudies.ualberta.ca/profdev.aspx</a> <a href="http://www.caps.ualberta.ca/">http://www.caps.ualberta.ca/</a>
Mention the availability of various resources on campus to assist graduate students, including FGPS, the Student Success Centre, the Centre for Writers (C4W), the Graduate Students' Association (GSA), the Student Ombudservice, as well as GSEC.		<a href="http://www.gradstudies.ualberta.ca/">http://www.gradstudies.ualberta.ca/</a> <a href="http://www.studentsuccess.ualberta.ca/">http://www.studentsuccess.ualberta.ca/</a> <a href="http://c4w.ualberta.ca/">http://c4w.ualberta.ca/</a> <a href="http://www.gsa.ualberta.ca/">http://www.gsa.ualberta.ca/</a> <a href="http://www.ombudservice.ualberta.ca/">http://www.ombudservice.ualberta.ca/</a>

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

\_\_\_\_\_  
Graduate Student

\_\_\_\_\_  
Supervisor