

Student Checklist

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 student, you can expect me to:

- Take responsibility for my progress towards my degree completion.
- Demonstrate commitment and dedicated effort in gaining the necessary background knowledge and skills to carry out the thesis/project.
- At all times, demonstrate research integrity, and conduct research in an ethical manner in accordance with the University's policies.
- As applicable, apply to the University and granting agencies for financial awards.
- Adhere to negotiated schedules and meet appropriate deadlines.
- Report fully and regularly on my progress and come to you when I need support in my work.
- Behave in a respectful manner with peers and colleagues.
- Conform to the University and departmental requirements for my program.
- Complete my candidacy defense within two years of the start of my program, if applicable.
- Go to you first with my concerns about graduate supervision and research steps.
- Attend any training programs and workshops that are discussed and agreed.
- Discuss my vacation plans with you at least two months in advance.
- Complete my thesis/project and coursework within timelines specified by the department and FGSR.
- Explain to you my preferred modes of communication (in person or email? frequency?).
- Make it clear to you when I do not understand what is expected of me, and ask for help when I need it.
- Contribute to a safe workplace where each individual shows tolerance and respect for the rights of others.
- Inform you in a timely manner about any of my presentations to facilitate your attendance.
- Provide you with at least two weeks to prepare any letters of reference.
- Make grad school my top priority; I will budget my time to ensure that I am working full time on my academic program.
- Be aware of and comply with departmental policies, such as office and funding policies.

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