

Advisor-Advisee Meeting Guidelines

Each semester, each student in the program must meet in person or virtually with that student's advisor. Prior to the meeting, the student should send the advisor a document that addresses the questions below. After the meeting, the advisor should send an email to the Graduate Program Coordinator indicating that the meeting has taken place. Ideally, the meetings will take place at the start of each semester. The questions to address are:

- A. What are your main accomplishments from the past semester?
- B. What are your main plans for the next semester?
- C. What courses do you plan to take next semester (if appropriate)?
- D. What plans do you have to complete course-related requirements (e.g. incompletes, minors, or courses needed to qualify in two fields) (if appropriate)?
- E. What progress have you made towards developing your dissertation?
- F. What professional development did you do last semester (e.g. attending workshops, meeting with visiting speakers, etc.)?
- G. What are your plans for publishing papers or presenting at conferences (if appropriate)?
- H. What are your plans for the summer?
- I. Is there anything else you would like to discuss?