

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 or student 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 is your overarching career goal? Has it changed?
 1. What training/skills/scholarly output are needed to reach your goals?
 2. What progress was made last semester towards these?
 3. How are you planning to progress towards these goals this semester?
- b. What are your main accomplishments from the past semester?
- c. What are your main plans for the next semester?
- d. What courses do you plan to take this semester and next (if appropriate)?
- e. What plans do you have to complete course-related requirements and program milestones (e.g. courses – any incompletes, minors, or courses needed to qualify in two fields; program milestones – prelim exams, third year conference paper, etc.) (if appropriate)?
- f. What class are you TA'ing or teaching this semester? How is it going? How did teaching go last semester (if appropriate)?
- g. What progress have you made towards developing your dissertation?
- h. What professional development did you do last semester (e.g. attending workshops, meeting with visiting speakers, etc.)?
- i. How do you plan to interact with workshops in the department? Which ones will you regularly attend and what roles will you serve? *As a general guideline, 1st years should attend regularly, 2nd and 3rd years should serve as a discussant at least once, and dissertators should start to present their own work.*
- j. What are your plans for publishing papers or presenting at conferences (if appropriate)?
- k. What are your plans for the summer?
- l. How can your advisor help you reach your short- and long-term goals this semester?
- m. Is there anything else you would like to discuss?