

GSSP Graduate Student and Mentor Guidelines

A graduate student is encouraged to...	A major professor is encouraged to...	A graduate advisor is encouraged to...
<p>Set clear expectations for academic and career goals. Create a plan to guide you as you work with your mentors to complete your degree.</p>	<p>Support your student's goals and career plans. Listen to your students, share ideas and ask future-looking questions.</p>	<p>Support your advisee's goals and career plans. Get to know your advisees to find and create an individualized career path.</p>
<p>Understand your rights and responsibilities Students have a right to be treated with respect. Students are expected to treat their major advisor, graduate advisor and thesis committee members with respect. Students are expected to contact appropriate offices to request accommodations, seek advocates and mediation.</p>	<p>Understand your roles and responsibilities One of the key roles of a major professor is that of a mentor. The major professor serves as chairperson of his/her students' PhD Dissertation or MS Thesis Committee and thus, plays a very important role in providing guidance to students on their research projects. The major professor will help the student assess their academic strengths and weaknesses as well as assist in course selection and research ideas. The major professor also has the responsibility to treat students with respect.</p>	<p>Understand your roles and responsibilities One of the key roles of a graduate advisor is that of an advocate for the student. The graduate advisor addresses academic matters affecting graduate students and their academic programs. The graduate advisor's signature is the only signature officially recognized by Graduate Studies. The graduate advisor will help the student assess their academic strengths and weaknesses as well as assist in course selection and research ideas. The graduate advisor also has the responsibility to treat students with respect.</p>
<p>Communicate with your major professor and graduate advisor regularly The success of any effective relationship is dependent on communication. Students need to make sure to communicate regularly with the major professor, graduate advisor and thesis committee members, not just when facing a crisis. Communication includes regular updates on academic and research activities, sharing successes, asking questions and seeking feedback in problem solving.</p>	<p>Communicate timely feedback respectfully and constructively Direct and honest feedback will help students assess errors and move forward when it is informational, specific, constructive, timely, positive, and personal. Major professors are expected to provide an open and constructive mentoring environment free of intimidation and humiliation.</p>	<p>Be available for the student In his/her role as the advocate for the student, the graduate advisor is to be available and provide timely feedback. The graduate advisor also has the responsibility to point the student towards other available campus resources, especially in the rare event of conflicts.</p>

GSSP Graduate Student and Mentor Guidelines

A graduate student is encouraged to...	A major professor is encouraged to...	A graduate advisor is encouraged to...
<p>Establish milestones to reach degree completion Take time to develop an Individual Development Plan to know, understand and address and update progress with your specific coursework, research, writing, teaching and professional goals. Review with peers, major professor and graduate advisor.</p>	<p>Expect and elicit on-going progress to degree completion To create effective student progress reviews, schedule meetings at least once and preferably twice each academic year. Dissertation committee members should be part of this meeting to establish goals, allow for adjustments and map out next steps.</p>	<p>Regularly review student's progress The graduate advisor reviews the student's progress towards degree completion at least annually. During the first two years, the graduate advisor reviews and approved the student's coursework. The graduate advisor assists with the composition of the oral QE.</p>
<p>Spend your time wisely Graduate school success is highly dependent on how well students manage their time and that of their major professor. Learning and using effective time management skills is a necessity for personal development and for interacting regularly and effectively with the major professor and graduate advisor.</p>	<p>Serve as a resource and provide networking support The major professor is an on-going contributor to the success of the student. Talking through ideas, linking students to appropriate resources and suggesting ways to broaden or deepen the student's network are essential components of this role.</p>	<p>Serve as a resource and provide networking support The graduate advisor is an on-going contributor to the success of the student. Talking through ideas, linking students to appropriate resources and suggesting ways to broaden or deepen the student's network are essential components of this role.</p>
<p>Nurture your well-being Pursuing a graduate degree can be stressful and it is important for students to connect with resources that will nurture their physical, emotional, and cultural well-being. Seeking ideas from other students and faculty is helpful.</p>	<p>Create a safe environment Students will experience highs and lows; they have full, complex lives. Ideally, the major professor will be equipped to provide appropriate guidance, including referrals. Because students are also future colleagues, it is critical that major professors understand and respectfully navigate current power dynamics.</p>	<p>Create a safe and open environment Students have complex lives. The graduate advisor is a resource for students for their academic progress as well as for the well-being. Ideally, the graduate advisor will be equipped to provide appropriate guidance and point to appropriate campus resources.</p>
<p>See yourself as part of a community Show up at departmental and graduate group events, offer to be part of new student recruitment, enroll in professional development programs and learn about available campus resources.</p>	<p>See yourself as part of a community Create opportunities for informal socializing within department events and support student groups. Know your local university resources for graduate student professional development.</p>	<p>See yourself as part of a community Create opportunities for informal socializing within department events and support student groups. Know your local university resources for graduate student professional development.</p>