We encourage supervisors and students to meet early in the student’s graduate program to clarify, preferably in writing, expectations, roles and responsibilities for each party. The list below represents a minimum standard.

**Supervisor:**
- Attend supervisory skills workshop
- Practice ethical behavior at all times
- Accept an appropriate number of graduate students to ensure that supervisory load is manageable
- Prepare for appropriate time and energy commitment for supervision
- Be familiar with the field and be willing to gain familiarity where necessary to provide clear expectations and guidance in research and standards of performance
- Be familiar with the current university regulations pertaining to graduate student supervision and student progress, assist student in completing forms if required
- Model professional behavior
- Assist student in selecting the supervisory committee
- Provide mentorship/training for thesis research and for post-graduate opportunities
- Schedule regular meetings (at least once a month) and be accessible for consultation; express expectations regarding frequency of meetings, preferred mode of communication
- Provide timely, constructive feedback, evaluation and assessment
- Maintain a respectful tone in all correspondence
- Assist student in assimilating supervisory committee feedback
- Mentor student in professional and translational skills development including applying for funding, conferences, networking, publishing, project management and other career development
- Set out guidelines regarding authorship, co-publication and intellectual property
- Wherever possible and appropriate provide funding from faculty research

**Student:**
- Attend a workshop on the supervisory relationship
- Practice ethical behavior at all times
- Choose a supervisor wisely by determining their availability, interest and expertise in your subject area and willingness to supervise
- Consult with your supervisor regarding the selection of your supervisory committee
- Become familiar with the policies, procedures, timelines and expectations for timely completion of the degree
- Set goals, discuss goals with supervisor and set achievable timelines
- Clarify supervisor’s expectations regarding standards of performance
- Prepare to commit time and energy to gain knowledge and skills needed to conduct advanced research and to complete an advanced academic program
- Express expectations to your supervisor regarding frequency of meetings, mode of communication.
- Participate in training related to academic integrity, ethics, and animal care (as available)
- Plan to meet regularly with supervisor / supervisory committee and establish a schedule for progress through the program
- Apply for funding
- Gain professional experience; attend and present at conferences; publish in scholarly venues
- Participate in professional and translational skills training
- Clarify expectations and guidelines regarding authorship on publications and ownership of IP (patents and licenses)
- Make provision for any absences from graduate program/laboratory work
- Inform supervisor early of any serious
grants and assist in fellowship and other funding applications

• With reasonable notice, provide support (notification, editing, letters of reference) for student applications for funding, to conferences, post-graduate opportunities

• Meet deadlines associated with student progress as set by the relevant academic unit and/or in relation to funding supports (letters of reference etc.)

• Permit student to have reasonable amount of vacation time

• Discuss unexpected delays in student progress as soon as they arise

• Be willing to modify research goals if necessitated by factors outside of the student’s control

• Ensure continuity of supervision, accessibility during absence or provision of a replacement during absences longer than 2 months.

• Use dispute resolution mechanisms outlined in (link to Dispute Resolution doc) when issues arise that cannot be resolved informally

• Inform program chair/director early of any serious difficulties, such as professional or academic disagreements, interpersonal conflicts, potential conflict of interest situations

• Ensure a safe work environment by complying with university regulations and/or the applicable regulations of outside agencies

• As much as possible, ensure that the workplace is free from harassment, discrimination and conflict

difficulties, such as professional academic disagreements, interpersonal conflicts, or potential conflict of interest situations

• Attend supervisory skills workshops

• Use appropriate dispute resolution mechanisms when issues arise that cannot be resolved with supervisor

• Be pro-active and take responsibility for communicating with your supervisor.

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