

## Student & Major Professor Checklist

Positive and professional relationships between graduate students and professors are vital for the success of the CEE graduate program. Major professors are anticipated to provide clear expectations to their graduate students. These expectations should cover not only degree program requirements but also graduate assistantship duties as well. Faculty and student perspectives should be taken into consideration when setting expectations. This form was developed to cover the key aspects that should be discussed by graduate students and their major professors. In order to maintain the success of the CEE graduate program, graduate students and their major professors are expected to remain professional, cohesively work throughout the duration of the entire graduate program, and effectively interact with each other to overcome potential challenges that may arise. This form should be completed in the first semester of the graduate program.

### **Degree Program Expectations: We have discussed the following topics and have a common understanding of:**

- ✓ General overview of the degree program and its objectives
- ✓ Potential topics for a thesis or dissertation
- ✓ Expected duration of the degree program
- ✓ The need to complete certain prerequisite courses that may not count towards the actual graduate degree
- ✓ Skills and knowledge that have to be acquired by the student within a specific timeframe
- ✓ Amount of time required for the coursework and thesis/dissertation research (full-time vs. part-time)
- ✓ Ways to provide feedback to each other regarding academic performance
- ✓ Frequency and format of meetings
- ✓ Mentoring expectations (will mentoring be provided just for the degree program or other career development activities as well and to what extent)
- ✓ Open communication expectations (e.g., students are expected to communicate regarding the barriers that impact their performance, including health issues, family issues, surrounding environment, etc.)
- ✓ Any additional expectations from the student that may not directly relate to the degree program (e.g., attendance of specific events, participation in community outreach activities, lab work)
- ✓ The need to remain professional at all times, even if one of us intends to end the student & major professor relationship for some reason

**Assistantship Expectations: We have discussed the following topics and have a common understanding of:**

- ✓ The main duties associated with the appointment
- ✓ Amount of time required to perform appointment responsibilities (full-time vs. part-time)
- ✓ Specific working days that have to be devoted to appointment responsibilities
- ✓ Office work and remote work
- ✓ Office space that will be provided to the student to perform their responsibilities
- ✓ Equipment that will be provided to the student to perform their responsibilities
- ✓ Appointment duration and appointment renewal
- ✓ Potential overlap between appointment responsibilities and student thesis/dissertation research
- ✓ Reasons for appointment termination and termination process (e.g., advance notice)
- ✓ The need to maintain basic ethical standards, fairness, and equity
- ✓ The need to provide a working environment that is free of discrimination, disrespect, bullying, and harassment

**Other Important Items: We have discussed the following topics and have a common understanding of:**

- ✓ Ownership of intellectual property
- ✓ Ownership of data collected by the student
- ✓ Criteria used to determine the authorship of publications and grant proposals along with the order of authors on publications and grant proposals
- ✓ The minimum number of publications required to complete a given degree program
- ✓ Acceptable venues where research outputs can be presented
- ✓ Acceptable timeframe to exchange documents for review and editing

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**Graduate Student**

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Major Professor**

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Signature

\_\_\_\_\_  
Date

*\*Student & Major Professor checklist should be completed and submitted by the end of the first semester to the CEE Graduate Coordinator.*