

History Department Expectations Regarding Communication between Graduate Students and Supervisors

In the interest of facilitating communication between graduate students and supervisors, and thus support the success of students, supervisors, and the graduate program alike, it is expected that students and supervisors meet to establish a mutual understanding about the working practices and responsibilities that will characterize the supervisory relationship (1) at the beginning of the student's first year in the program and (2) again following the qualifying exam for PhD students/at the end of the first year for MA students. More frequent communication about such practices and responsibilities is, of course, encouraged. The questions below are examples of the types of issues that might be discussed. The History Department recognizes that individual students and supervisors have different styles and expectations. In the event that communication between student and supervisor breaks down or expectations are not met, the graduate chair should be consulted.

Communication

- Supervisory meetings (How frequently will meetings occur? What are the expectations concerning preparation for meetings and follow-up?)
- Email correspondence (What response time for email communication is normally expected? What kind of issues can be dealt with by email? Email etiquette)
- Absence/leave of supervisor (How will the supervisor provide mentorship and supervision while away from campus, for instance during field work, and/or on leave?)
- Updates and progress reports (How frequently will the student provide updates on research progress? What form will these updates take?)

Evaluation of written work

- In what form is the student expected to submit work for evaluation and feedback? How much notice should a student give a supervisor before submitting work for evaluation? What are expectations around deadlines?
- What period of time does the supervisor require in order to provide feedback on written work? In what form will evaluation and feedback be provided to the student?
- Faculty are encouraged to return written work as promptly as possible while students are encouraged to ask their supervisors about the best times for supervisors to turn around written work (e.g., not during exams, times when other students are handing in substantial written work, on research trips, etc.).

Professional support and development

- How much notice should be given for letters of recommendation?
- What role will the supervisor play in assisting with the preparation of the student's research for dissemination, either at conferences, publications, or other audiences?
- What are the expectations of the student in preparing for their intended career(s) while in the program? What career mentorship will the supervisor provide?