

FIRST MEETINGS CHECKLIST FOR DOCTORAL STUDENT AND SUPERVISOR

- Meetings and Communication
 - Importance of open communication / Preferred communication medium and style
 - Student's preferred way of being supervised / Supervisor's preferred way of supervising
 - Student's expectations of the supervisor / Supervisor's expectations of the student
 - Supervisory Committee (annual meetings) / Process for selecting committee members

- Professional Conduct as an Academic / Culture within the Department
 - Culture of the PhD program / Business PhD programs in North America
 - e.g., work ethics, collegiality, etc.
 - Attending departmental seminars / functions
 - Conferences / PhD Consortiums / Workshops
 - Other professional development opportunities and requirements
 - Funding opportunities / expectations
 - Grant and scholarship application expectations
 - Funds for conferences
 - Discuss whether funding is tied to specific projects / topics

- Courses
 - Number and types of courses required (e.g., Major Area, Methods, Cognate Minor)
 - Recommendations for, and approval of, courses
 - Expectations when taking courses

- Conducting Research
 - Research interests and future plans for both student and supervisor
 - Research assistantship
 - Individual projects
 - Expectations for summer projects
 - Collaborating with other scholars / Visiting other universities

- Road Map and Timing of Key Milestones in the PhD Program
 - Course work (1st and 2nd year)
 - 1st / 2nd year paper (if one exists)
 - Professional Development requirement (IDP in 18 months, 8 hrs before end of 3rd year)
 - Comprehensive Exams (2nd year)
 - Ethics requirement (8 hrs before end of 3rd year)
 - Teaching (3rd and/or 4th year)
 - Candidacy Exam (before the end of 3rd year)
 - Thesis research
 - Expectations successful completion of program
 - E.g., journal submissions, job market

We confirm that the above matters have been discussed:

Name of the PhD Student

Signature

Date

Name of the Supervisor

Signature

Date