

Checklist for First Meeting with a Graduate Student

	<p>Discuss the role of the department (or Faculty where non-departmentalized) and the role of the Faculty of Graduate Studies and Research (FGSR), and identify key members of faculty and staff within the department (or Faculty), including the graduate coordinator and the graduate administrator.</p> <p>For guidance: http://www.gradstudies.ualberta.ca/gpm/Section1.aspx</p>
	<p>Identify the documents with which every graduate student should be familiar, including the University Calendar, the Graduate Program Manual, and any departmental graduate handbooks.</p> <p>See: http://www.registrar.ualberta.ca/calendar/ and http://www.gradstudies.ualberta.ca/gpm.aspx</p>
	<p>Review the registration requirements of the student's program. Advise all students of their responsibility to ensure that their registration is accurate, complete and submitted before the registration deadlines, and advise of the consequences of letting their program lapse. Advise all students of their responsibility to pay all fees by the deadline dates set out in the University Calendar.</p> <p>See: http://www.gradstudies.ualberta.ca/gpm/Section1/TheGraduateStudent.aspx and http://www.registrar.ualberta.ca/calendar/</p>
	<p>Introduce the graduate student to the Code of Student Behaviour, the Practicum Intervention Policy (if applicable), and the university's Research and Scholarship Integrity Policy. Direct the student to read <i>A Guide to Academic Integrity for Graduate Students</i>, available online from the Truth in Education (TIE) website. Note that if alleged inappropriate academic behaviour is detected in a course, it is investigated by the Dean (or designate) of the Faculty offering the course. If the alleged inappropriate academic behaviour is detected in a thesis or capping exercise, it is investigated by the Dean (or designate) of FGSR.</p> <p>See: http://www.governance.ualberta.ca/en/StudentAppeals.aspx, http://www.tie.ualberta.ca/ and https://policiesonline.ualberta.ca/PoliciesProcedures/Pages/DispPol.aspx?PID=70</p>
	<p>Discuss (or reiterate) the academic requirements of the program, including the minimum GPA requirements and the minimum grade requirements for individual courses. Discuss the residence requirement (if applicable) and the time limits for completion of a graduate degree. Discuss (or reiterate) the requirement for all graduate students at the University of Alberta to complete academic integrity and ethics training.</p> <p>See: http://www.gradstudies.ualberta.ca/gpm/Section7.aspx</p>
	<p>Discuss the role of a supervisor, including the assistance provided in planning a student's program, and a supervisor's obligation to stay informed about the student's research activities and progress.</p> <p>See: http://www.gradstudies.ualberta.ca/gpm/Section1/TheSupervisor.aspx</p>

	<p>Discuss funding, making clear whether funding is or is not guaranteed, and discuss the possibility of future applications for scholarships and other awards. Be aware of any contractual obligations attached to graduate teaching or research assistantships.</p> <p>See: http://www.gradstudies.ualberta.ca/awardsfunding.aspx and http://www.gsa.ualberta.ca/</p>
	<p>Discuss the importance of maintaining open communication throughout the student's program of studies. Exchange contact details and discuss preferences for keeping in touch (e.g. email, in person, phone) and your general availability. Discuss the obligation of the student to keep the supervisor informed of progress. Discuss the scheduling of meetings and expectations for how many meetings, as well as the importance of record-keeping. Discuss expectations with respect to attendance, especially in relation to labs.</p>
	<p>Discuss the university's policy of public access to a thesis, including the availability of access to a finished thesis through the library or increasingly via the Internet, and the possible implications of this policy with respect to any future publication plans or (if applicable) patent applications.</p> <p>See: http://www.gfcpolicymanual.ualberta.ca/en/96ResearchPolicies/961GeneralStatement.aspx and http://www.gradstudies.ualberta.ca/gpm/Section8/ThesisRequirements.aspx</p>
	<p>Where collaboration in research is expected, discuss your practice and the practice of your department with respect to co-authorship, first authorship, and acknowledgement of contributions. Discuss the availability of the guidelines on authorship in the Graduate Program Manual and the university's <i>Intellectual Property Guidelines for Graduate Students and Supervisors</i>.</p> <p>See: http://www.gradstudies.ualberta.ca/gpm/Section10/GuidelinesForAuthorship.aspx and http://www.gradstudies.ualberta.ca/degreesuperv/ip.aspx</p>
	<p>Mention the availability of professional development opportunities, such as the teaching development week organized by FGSR and the guidance offered by the U of A Careers Centre.</p> <p>See http://www.gradstudies.ualberta.ca/profdev.aspx and http://www.caps.ualberta.ca/</p>
	<p>Mention the availability of various resources on campus to assist graduate students, including the Academic Support Centre, the Centre for Writers (C4W), the Graduate Students' Association (GSA), any departmental-specific groups, and the OmbudService.</p> <p>See: http://www.uofaweb.ualberta.ca/academicsupport/, http://www.c4w.arts.ualberta.ca/, http://www.gsa.ualberta.ca/ and http://www.ombudservice.ualberta.ca/</p>

Optional: If you use this form for record-keeping purposes:

Date of meeting: _____

Signature: _____