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As per Section 5 of The Faculty of Graduate Studies Policies and Guidelines, a conversation between Supervisor(s) and Student must occur within the first term of the student's studies. The Supervisor(s) and Student must document their

modeled after McMaster University's Template to Address Expectations for their Supervisor(s).

on:

## Student's Academic and Professional Development

The Student's immediate goals include:

Academic goals:

Professional/career goals:

The Student's long-term goals include:

Academic goals:

Professional/career goals:

Which of the Student's goals does the Supervisor(s) feel that they could help the Student achieve?

### Meeting and Communication

There are many types of meetings that Students and Supervisor(s) arrange (e.g. one-on-one, group, committee, etc.) and various modes of communication they might utilize (e.g. face-to-face, email, phone). Supervisor(s) and Student will arrange and attend regular meetings.

The frequency and format of the meetings may vary, but typically meetings will be held once a week, twice a month, once per term, etc.)

Generally, the length of the meetings are expected to be approximately

At each meeting, who will be primarily responsible for recording notes on topics and timelines discussed, as well as feedback given?

Student

Supervisor(s)

Both

Typically, the Student and Supervisor(s)'s preferred method of regular communication is

Email

Phone

Meetings

The student can typically expect a response from the Supervisor(s) within:

Time Period (eg. 2 business days):

Type of work (e.g. emailed question):

Time period (e.g. 2 weeks):

Type of work (e.g. feedback on findings):

Time period (e.g. 1 month):

Type of work (e.g. edits to manuscript):

The Supervisor(s) can typically expect a response from the student within (time period):

On average, the Supervisor(s) is in their office, lab, or otherwise available th54.801 (e)-2.d2 (le)]T636 (i ( J 0Tw (in)144

What are the expectations of the Supervisor(s) and the Student regarding the Student's office/lab/on campus attendance?

Please note other outside employment and how it will impact your time to completion W

If Student does complete their degree within:

funding will be provided:                      Yes                      No                      t t

## Conferences and Travel Scholarships

Are there expectations of the Student for Conferences the Studentw (to)Tj -y13DC 42Tj -0.081 T301 6(en)JTJ -0.f then t

## Health and Safety

The University of Winnipeg Safety Office provides resources on a wide variety of health and safety related topics. Their mission is to promote, educate, and implement safety and health at The University of Winnipeg. To accomplish this mission, safety must be seen as a responsibility shared by all. It begins with you and includes your supervisor, department heads, local safety committees, Deans, University Administration, and the central safety committee of the University. This section will provide contact information for the student to seek additional support.

Additional information on health and safety policies and procedures (e.g. name of appointed safety officer, operating procedures etc.):

## Research Leave (i.e., Sabbatical)

The Supervisor(s) plans to take a research leave during the Student's expected study period.

Yes

No

If so, the research leave is expected to start \_\_\_\_\_ and last approximately \_\_\_\_\_

What provisions will the Supervisor(s) make to ensure adequate supervision of the Student?

## Academic Integrity and Research Ethics

Students are expected to have read and understood Regulations and Policies 38 from the University's Course Calendar detailing academic misconduct.

Students are expected to abide by the University's Policy and Procedures on Integrity in Research and Scholarship as that Policy relates to students.

Students are expected to familiarize themselves with the University of Winnipeg Copyright Policy.

Will the Student be conducting research on human or non-human animals (including human tissues or records)?

Yes

No

What ethics approval is to be completed before data collection can begin?

## Authorship

As early as possible in the program, and after having requested input from those affected as appropriate, the authorship order for anticipated journal articles will be determined by the Supervisor(s) assuming they are the lead researcher. The Student is normally first author on an article based on the Student's thesis. The Supervisor(s) will communicate determinations around authorship to the Student in writing. A Student who has concerns about authorship issues may seek the assistance of the program Chair, and, if necessary, avail themselves of dispute resolution processes with the Faculty of Graduate Studies or the University.

Authorship order will be determined based on the following criteria/process: (e.g Department's understanding / own written understanding).

Will the Student have an opportunity to obtain first author publications?

Yes

No

It depends:

## Publication

Who will be primarily responsible for the publication process?





