# FIRST MEETING AND CONVERSATION CHECKLIST
# FOR ADVISOR AND STUDENT

| DISCUSSION POINTS | CHECK | NOTES |
|---|---|---|
| **REGULAR CONSULTATION**: We have discussed the importance of attending regular student-advisor meetings as warranted (a basic guideline is one meeting per term). | | |
| **PROGRAM EXPECTATIONS:** We have discussed program expectations regarding the following items (where applicable): guidelines for advisors / supervisors and students; which stream to take (course, mrp, thesis); elective options and time requirements for students to make the degree completion a success (normally within 1-5 years). | | |
| **ADVISOR / SUPERVISOR / STUDENT EXPECTATIONS**: We have discussed the purpose of the advisor / supervisor / student relationship regarding the following items (where applicable): best way to communicate, how often to communicate and when to meet, when each person is on vacation (if the advisor / supervisor needs to find a stand in while on vacation), updating relevant parties with contact information and disclosing any conflicts of interest that may arise. | | **Preferred Phone Number:** |
| **ADVISOR SUPPORT**: We have discussed resources: Bata Library, Academic Skills Centre https://www.trentu.ca/academicskills/ as well as the Student Services https://www.trentu.ca/currentstudents/student-support | | |
| **PROGRAM COMPLETION PLAN**: We have discussed the feasibility of the students' plan and mapped out the plan with a timeline to ensure timely degree completion, including the impact of the student's other workload. | | |
| **STUDENT ORIENTATION**: The student has completed the orientation events, including training on academic writing and research, use of research equipment, and ethics training module. https://www.trentu.ca/graduatestudies/information-newly-admitted-students | | |
| **PROFESSIONAL CONDUCT**: We have discussed professional comportment, such as attending classes, timely submission of coursework, professional judgment. | | |
| **COURSE REQUIREMENTS**: We have discussed that the student must complete an annual progress report in consultation with the advisor, submitted to the M.Ed. department. https://www.trentu.ca/education/programs/master-education/forms | | |
| **RESEARCH ETHICS**: The student has been made aware that ethics approval is needed before data collection can begin when humans or animals are involved (see Romeo portal on MyTrent) | | |

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| **ACADEMIC MISCONDUCT**: We are familiar with graduate academic integrity policy document shown in the Graduate Calendar.   We have discussed academic integrity issues such as plagiarism or misrepresentation of data in presentations, thesis proposal, thesis or project, and work for publication, and consequences of these acts.  (See Graduate Calendar, "Policies and Procedures 1.1" https://www.trentu.ca/registrar/academic-calendar/graduate-calendar | | |
| **AUTHORSHIP & INTELLECTUAL PROPERTY**: We have discussed the intellectual property (IP) matters that may arise in the course of studies, such as authorship in publications, order of authors, ownership of data and research results, and patent rights. (See Graduate Calendar, "Guidelines for the use and ownership of intellectual property developed by graduate students at Trent University" https://www.trentu.ca/registrar/academic-calendar/graduate-calendar | | |
| **PROFESSIONAL DEVELOPMENT**: We have discussed the importance of accessing and acquiring professional development skills. Experiences of this nature add value to the student's future career. (e.g. conferences, symposia, online activities) | | |
| **CONFLICT RESOLUTION**: We have discussed the mechanisms for raising any concerns over advising, supervising or other conflicts, which may arise.   (Appeals procedure can be found in Graduate Calendar) | | |
| **OTHER**: Add anything that you would like to be reviewed with advisor / student | | |

*Signatures - The Graduate Student and Advisor / Supervisor have reviewed and discussed the guidelines provided on this checklist.*

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**ADVISOR / SUPERVISOR:**

PRINT NAME                                                      SIGNATAURE                        DATE


**GRADUATE STUDENT:**

PRINT NAME                                                      SIGNATAURE                        DATE


*\*\*\*Copies of this signed checklist will be kept by the Supervisor, the Student and the M.Ed. Program Administrative Assistant*