

Guidance for Positive Graduate Student and Faculty Adviser Relationships

Graduate Student Commitment

- I acknowledge that I have the primary responsibility for the successful completion of my degree.
- I will be committed to my graduate education and will demonstrate this by my efforts in the classroom and in my research.
- I will maintain a high level of professionalism. I will act responsibly toward the faculty, other students, and other members of the university community.
- I will adhere to an agreed-upon schedule for meetings with my faculty adviser and provide updates on the progress and results of my studies and research.
- If applicable, I will work with my faculty adviser to develop a thesis/dissertation project and will establish and maintain a timeline for each phase of my work.
- If applicable, I will work with my faculty/research adviser to assemble a thesis/dissertation committee, and I will consult with committee members regularly and be responsive to their advice and constructive criticism.
- I will comply with all policies and requirements of my graduate program, The Graduate School, and Northwestern. I will commit to meeting these requirements in an appropriate time frame.
- If appropriate, I will discuss policies on work hours, sick leave, and vacation with my graduate program and my faculty/research adviser before entering an advising relationship. I will consult with my faculty/research adviser in advance of any extended absences and apprise my adviser as soon as possible of any issues that would affect my academic progress.

Faculty Adviser Commitment

- I acknowledge my responsibilities in advising and mentoring each advisee.
- I will model a high level of professionalism for the graduate student and will act responsibly toward all students, colleagues, and other members of the university community.
- I will discuss the requirements and deadlines of the graduate program and the University with the student, though it is the student's ultimate responsibility to know these requirements and deadlines.
- I will offer the graduate student help to develop professional skills, plan research projects, set reasonable and attainable goals, meet program milestones, and establish timelines for degree completion.
- I will respond to the student's work in a timely manner.
- I will meet with the student on a regular basis and provide guidance and resources, as appropriate for my field and according to The Graduate School's and program's guidelines, in order for the graduate student to conduct thesis/dissertation research.
- I will discuss my schedule with my students so that they know when I will be available and when I will not be available to discuss their work.
- I will not require the graduate student to perform tasks unrelated to the student's course work, thesis/dissertation research, training program, and/or professional development.
- I will advise my students to the best of my ability on their career options, both within and outside of the discipline itself. In the latter case, I will help direct the student to the relevant university resources.

Optional additional commitments specific to the Program and/or Adviser/Advisee:

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- _____
- _____
- _____

I have read and discussed the general guidelines above.

Signed,

Student _____

Date: _____

Faculty Advisor _____

Date: _____