

**Yeates School of Graduate Studies  
Student-Supervisor Discussion Checklist**

This checklist provides a guide for discussing mutual expectations between a graduate student and supervisor.

Graduate study requires independent learning and individualized professional development, supported by collaboration and consultation with a supervisor. Graduate students hold the primary responsibility for the proper conduct of their research and the completion of their degree requirements. Regular, positive, and constructive interaction between the graduate student and the supervisor supports successful completion of a graduate degree. Students must comply with all institutional policies, program guidelines, and deadlines; see the Appendix on the following page for additional information and links to websites. Supervisors are expected to be committed to the education and mentorship of the graduate student. The student and supervisor must discuss and mutually agree on minimum and ideal expectations for the completion of the degree, and continually revisit those expectations while evaluating whether satisfactory progress is being made toward meeting those expectations.

The student and the supervisor are expected to have a discussion that includes, but is not limited to, all the items below. Please check each item to indicate it has been discussed. Please note that the checklist is not to be utilized as a contract. Your signatures at the bottom are simply an acknowledgement that the various expectations below have been disclosed and discussed.

**Checklist to be completed by both the Graduate Student and the Supervisor**

	<u>Student</u>	<u>Supervisor</u>
REGULAR CONSULTATION: We have discussed the importance of attending regular student-supervisor meetings, and regular supervisory committee meetings as warranted.	<input type="checkbox"/>	<input type="checkbox"/>
PROGRAM EXPECTATIONS: We have discussed program expectations regarding the following items (where applicable): dissertation, thesis or project, risk and safety expectations, student attendance and presentations at seminars, labs, studios, and practicums.	<input type="checkbox"/>	<input type="checkbox"/>
RESEARCH ETHICS: We are aware that ethics approval is needed before data collection can begin when humans or animals are involved; see Appendix C below.	<input type="checkbox"/>	<input type="checkbox"/>
FEEDBACK FOR REVISIONS: We understand that feedback on written and creative work (such as a dissertation or thesis proposal, dissertation, thesis or major research project, and draft publications) is expected from the supervisor and supervisory committee, where appropriate. Feedback should be provided in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>
ACADEMIC MISCONDUCT: We are familiar with academic and non-academic misconduct regulations as listed on the University Senate (see Appendix A.7 below), Academic Integrity Office, and YSGS websites. We have discussed academic integrity issues such as plagiarism or misrepresentation of data in presentations, dissertation or thesis proposal, dissertation, thesis or project, and work for publication, and consequences of these acts.	<input type="checkbox"/>	<input type="checkbox"/>
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. Where applicable, IP matters will be discussed before any publication or presentation of the research in order to ensure accreditation of authorship and patentability is not jeopardized.	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
RESEARCH FEASIBILITY: We have discussed the feasibility of the student's plan to ensure timely degree completion, including the impact of the student's funding and plans for paid work.	<input type="checkbox"/>	<input type="checkbox"/>
CONFLICT RESOLUTION: We have discussed the mechanisms for raising any concerns over supervision or other conflicts which may arise. See Appendix A.1.	<input type="checkbox"/>	<input type="checkbox"/>

**Signatures**

The Graduate Student and Supervisor have reviewed and discussed the guidelines provided on this checklist.

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Student: \_\_\_\_\_ Date: \_\_\_\_\_

# Appendix

## A. YSGS Website

<http://www.ryerson.ca/graduate/index.html>

The Yeates School of Graduate Studies website contains considerable valuable information for students and supervisors such as the Graduate Calendar and Significant Dates. It also has links to other sites that are relevant to the graduate student experience. Many, but not all are listed below.

1. **Graduate supervision guidelines**

<http://www.ryerson.ca/graduate/policies/documents/Responsibilities%20August%202011.pdf>

2. **Thesis, MRP and dissertation submission guidelines**

<http://www.ryerson.ca/graduate/currentstudents/academicmatters/dissertations.html>

3. **Manuscript style thesis guidelines**

[http://www.ryerson.ca/content/dam/graduate/documents/Manuscript\\_style\\_thesis.pdf](http://www.ryerson.ca/content/dam/graduate/documents/Manuscript_style_thesis.pdf)

4. **Admissions and Studies Policy**

<http://www.ryerson.ca/content/dam/senate/policies/pol142.pdf>

This Policy covers admissions, enrollment, fees, residency, academic assessment, supervision, and thesis/dissertation regulations.

5. **Funding Information**

<http://www.ryerson.ca/graduate/funding.html>

6. **Intellectual property guidelines**

<http://www.ryerson.ca/content/dam/graduate/assets/pdf/IPGuidelines.pdf>

7. **Senate student codes of academic and non-academic misconduct**

<http://www.ryerson.ca/senate/policies/pol60.pdf>

<http://www.ryerson.ca/content/dam/senate/policies/pol61.pdf>

8. **Professional Skills**

<http://ryerson.ca/graduate/currentstudents/academicservices/professionalskills.html>

## B. Progress Report

A progress Report is required to be submitted at the end of each term. The Graduate Student and Supervisor must meet to discuss the student's progress with the thesis/dissertation and submit the report to the program office by the deadline on the significant Dates on the YSGS website. Expectations for the following term must be included. If a student fails to meet with the supervisor, then an unsatisfactory report will be submitted. The Progress Report can be found on the student's Program website.

## C. Research Ethics

University research is governed by policies and practices that ensure the protection of research participants, the researcher (faculty, student or staff member), the university, and the public. These include policies on research involving humans, the use of animals, and hazardous materials or controlled goods, among others.

Individual researchers, in addition to being governed by internal policies and procedures, may be governed as well by external ethical guidelines imposed by professional associations such as the Canadian Psychological Association or the Canadian College of Physicians and Surgeons, as well as those of Canadian and other regulatory agencies such as Health Canada - Health Protection Branch, the U.S. Food and Drug Administration (FDA) or U.S. National Institutes of Health (NIH). However, all funded or unfunded research involving humans, animals, or controlled goods undertaken at Ryerson University facilities and conducted by Ryerson University faculty, students and staff is subject to review and approval. Please note that research may not begin before all University approvals/certifications, institutional requirements, or governmental authorizations are obtained.

For more information see: <http://www.ryerson.ca/research/services/ethics/>

## D. Supervisory Committee

Where appropriate, the role of the supervisory committee is to assist supervisors in providing guidance, consultation and advice on the students' research. The composition of the supervisory committee may vary by program; however, the members' areas of expertise generally complement that of the supervisor. The supervisory committee may also be called upon to take a more active role in cases where supervisors are absent for an extended period of time or in cases of disputes between supervisors and students.

For more information, see item 4 in <http://www.ryerson.ca/content/dam/graduate/assets/pdf/SupervisionPolicyAug2011.pdf>