

## Clarifying expectations for graduate students and supervisors

Maintaining clear and open communication is fundamental to a positive experience for both graduate students and supervisors! The following are some important topics in the course of a graduate student's degree as both a student and an employee. **This document is a management aid and it is recommended that student and supervisor both review all topics, agree on a shared understanding for each one, write this down in the spaces provided, and sign at the bottom.**

From which sources will the student **be paid**? How often and when will they be a teaching assistant (TA), and/or a research assistant (RA)?

If the student receives a scholarship that provides the entire minimum guaranteed stipend, will they receive a **top up**, and if so, how much?

What happens if a scholarship **runs out**, or if the student leaves the **guaranteed funding period**?

What happens if the student needs to take **a leave of absence** related to physical or mental health, family responsibilities, etc?

What is the expectation for **working off-campus**? Are there certain hours that the student is expected to be in the lab/field/on campus?

Are there circumstances that affect which times the student or supervisor can be **reached by email** (e.g. family responsibilities, teaching duties, health issues, etc)? *(Note that the caucus does not endorse expecting availability in all non-work hours)*

How much **vacation** time is reasonable? Is there an expectation that the student will notify the supervisor of vacation time in advance? Are there research/course requirements that constrain when vacations can be taken?

What opportunities and expectations are there for the student to **mentor or train** others in the lab?

## Signatures

**Student's** name: \_\_\_\_\_

**Supervisor's** name: \_\_\_\_\_

**Student's** signature: \_\_\_\_\_

**Supervisor's** signature: \_\_\_\_\_

DATE: \_\_\_\_\_