

TOOL



CLARIFYING EXPECTATIONS (SUPERVISOR PERSPECTIVE)

1. Frequency of meetings. How often does the student expect to meet with you? Do meetings/tutorials always have to take place face to face or can they be by phone, Skype or email? Who will call the meeting? On what basis can meetings be cancelled?
2. Pre-work before meetings. What does the supervisor expect the student to do in terms of pre-work prior to a meeting/tutorial? What does the student expect from the supervisor? What timeframes are required to make this happen (e.g. if the student expects the supervisor to read work then agree length of work to be submitted regularly and how many days prior to the meeting it needs to be submitted)?
3. Agenda for meetings. Who sets the agenda? How far in advance is the agenda circulated or is it agreed at the meeting? Does a meeting get cancelled if neither party has any agenda items?
4. Note-taking and reflections. Will the meeting be recorded for the student? Who will take notes? Will the student be expected to write a summary of the meeting for the supervisors? How will reflections on the meeting be captured and shared?
5. Working with the supervisory team. How will the other supervisors on the team contribute to the process? Who selects the other team members? Will you all meet together or separately?
6. Establish the means by which you give feedback. Do you mark the text electronically or by hand? Do you podcast your comments?
7. Expectations around authorship on publications. Clarify your position on the circumstances under which you wish to be given joint authorship on papers that are published by the student.
8. Expectations about availability. Clarify how the student should get hold of you in between meetings should they need to and how long you normally take to respond.
9. Check if there are any other issues the student wishes to record as part of your working agreement.



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Instructions for use

This checklist can be printed off and used as a pro-forma at the first meeting you have with each new student that you will be supervising.

Tool Creator: Eddie Blass, University of New England, eblass@une.edu.au

Original Source: Checklist for setting expectations. Research Supervision Toolkit:
<http://researchsupervisiontoolkit.com/page/managing-expectations>

Modified for use with coursework dissertation students: Lynne Roberts, Curtin University,
Lynne.Roberts@curtin.edu.au

Modified Version Source: <http://www.dissertationsupervision.org/>

