Best Practices in Graduate Student Supervision

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Associate Dean, Graduate Studies
Resources for Graduate Students

There are many resources available to graduate students at the University of Guelph. The list below is not exhaustive, but should give you an idea of the types of support and training opportunities that are available to you. You are encouraged to explore these resources to discover all they have to offer.

PDF brochure for this service is available at: http://bit.ly/2ibXPr7

<table>
<thead>
<tr>
<th>Resource</th>
<th>Description</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of Graduate and Postdoctoral Studies</td>
<td>procedures, regulations, forms, dates, scholarship info</td>
<td><a href="http://www.uoguelph.ca/graduatestudies">http://www.uoguelph.ca/graduatestudies</a></td>
</tr>
<tr>
<td>Graduate Student Association</td>
<td>peer support, grad lounge, bus pass, health and dental plan, committees, news blog</td>
<td><a href="http://www.uoguelph.ca/gsa">http://www.uoguelph.ca/gsa</a></td>
</tr>
<tr>
<td>Graduate Student Learning Initiative @</td>
<td>workshops, news blog, learning resources across campus</td>
<td><a href="http://gsli.uoguelph.ca">http://gsli.uoguelph.ca</a></td>
</tr>
<tr>
<td>Open Learning and Educational Support @</td>
<td>teaching, workshops, education development, classroom tech support</td>
<td><a href="http://opened.uoguelph.ca/en/index.asp">http://opened.uoguelph.ca/en/index.asp</a></td>
</tr>
<tr>
<td>Library Learning Commons</td>
<td>data resource centre, services and workshops for learning, writing, research</td>
<td><a href="http://www.learningcommons.uoguelph.ca">http://www.learningcommons.uoguelph.ca</a></td>
</tr>
<tr>
<td>Coop education and Career Services</td>
<td>workshops, career planning, skills development, career fairs</td>
<td><a href="https://www.recruitguelph.ca/cecs">https://www.recruitguelph.ca/cecs</a></td>
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<tr>
<td>MyGradSkills @</td>
<td>online modules for professional skills development</td>
<td><a href="https://www.mygradskills.ca">https://www.mygradskills.ca</a></td>
</tr>
<tr>
<td>Office of Research</td>
<td>animal care services, grants, contracts, research ethics, advanced analysis centre, catalyst centre, workshops</td>
<td><a href="http://www.uoguelph.ca/research">http://www.uoguelph.ca/research</a></td>
</tr>
<tr>
<td>Student Wellness Services</td>
<td>wellness education centre, medical clinic</td>
<td><a href="https://www.uoguelph.ca/studenthealthservices">https://www.uoguelph.ca/studenthealthservices</a></td>
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<tr>
<td>Counselling Services @</td>
<td>help with academic challenges caused by personal, physical or emotional difficulties</td>
<td><a href="https://www.uoguelph.ca/counselling">https://www.uoguelph.ca/counselling</a></td>
</tr>
<tr>
<td>Canadian Union of Public Employees - CUPE local 3913 @</td>
<td>collective agreement, bylaws, GTA postings</td>
<td><a href="http://cupe3913.on.ca">http://cupe3913.on.ca</a></td>
</tr>
<tr>
<td>Diversity and Human Rights @</td>
<td>equity information, training, accessibility, dispute arbitration</td>
<td><a href="https://www.uoguelph.ca/diversity-human-rights">https://www.uoguelph.ca/diversity-human-rights</a></td>
</tr>
<tr>
<td>Office of Intercultural Affairs @</td>
<td>international and aboriginal student support, workshops, immigration information, UHIP</td>
<td><a href="https://studentlife.uoguelph.ca/intiias">https://studentlife.uoguelph.ca/intiias</a></td>
</tr>
<tr>
<td>Centre for Business &amp; Student Enterprise (CBase)</td>
<td>entrepreneurship, HUB, ENACTUS, conferences</td>
<td><a href="http://www.uoguelph.ca/cbase">http://www.uoguelph.ca/cbase</a></td>
</tr>
<tr>
<td>Let's Talk Science Outreach @</td>
<td>youth development charity, volunteer opportunities</td>
<td><a href="http://outreach.letstalkscience.ca/uoguelph">http://outreach.letstalkscience.ca/uoguelph</a></td>
</tr>
<tr>
<td>Mitacs @</td>
<td>not-for-profit, Step workshops, scholarships, research funds</td>
<td><a href="https://www.mitacs.ca/en/about-mitacs">https://www.mitacs.ca/en/about-mitacs</a></td>
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• information provided to new grad students at orientation
• http://bit.ly/2ibXPr7
II. General Regulations

This section includes university-wide policies on admission, registration, graduation, theses, fees and other subjects of importance to graduate students.
III. General Information

Policy on Responsibilities of Advisors, Advisory Committees and Graduate Students and Graduate Student-Advisor Mediation Procedures

This is the official policy of the University of Guelph approved in principle by the University Senate on January 15, 1991, and revised and reprinted annually thereafter. The request for a policy originated in the Board of Governors Committee on Student Rights and Responsibilities. The policy was developed by faculty/student committees of the Board of Graduate Studies in consultation with the departments and schools and with the university's solicitors. Mediation procedures for the resolution of disputes arising from disagreements in interpretation of the policy are included.
III. General Information

Policy on Responsibilities of Advisors, Advisory Committees and Graduate Students and Graduate Student-Advisor Mediation Procedures

Responsibilities of the Advisor

A Faculty Advisor’s primary task is to guide and inspire his or her students to reach their scholarly potential. The Advisor should promote conditions conducive to a student’s research and intellectual growth, providing appropriate guidance on the progress of the research and the standards expected. Good supervisory practice includes the following:

1. Facilitating the student’s intellectual growth and contribution to a field of knowledge.
2. Guiding the student, with the assistance of the Advisory Committee, in the development of a program of study.
3. Assisting in the development and execution of a research program or project.
4. Being reasonably accessible to the student via telephone, electronic communication or in person for consultation and discussion of the student's academic progress and research problems. What constitutes “reasonable accessibility” may vary according to discipline, stage of research, etc. However, an Advisor must be in contact with the student frequently enough to be able to make an informed judgement on the student’s progress on a semesterly basis.
5. Thoroughly examining written material submitted by the student and making constructive suggestions for improvement. Informing the student of the approximate time it will take for submitted written material to be returned with comments. Normally, comments should be returned to the student within two weeks, although circumstances such as absences from campus or unusually heavy workload may require that the Advisor take longer than two weeks to review the student’s work. Timing of submission and review should be negotiated between student and Advisor.
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Graduate Student Responsibilities

From the choice of Advisor, choice of research project and through to degree completion, graduate students must recognize that they carry the primary responsibility for their success. The responsibilities assigned to Advisors, Advisory Committees and Departments provide the framework within which students can achieve success. Students should take full advantage of the knowledge and advice that the Advisor and Advisory Committee have to offer and make the effort to keep the lines of communication open. Specifically, each graduate student has a responsibility to:

1. Make a commitment to grow intellectually, in part by fulfilling course requirements as outlined by the Advisory Committee, and to contribute to a field of knowledge by developing and carrying out a program of research.
2. Learn about all appropriate deadline dates and regulations associated with registration, award applications and graduation requirements, as specified in the Graduate Calendar and/or the Office of Graduate Studies and/or the Department or School.
3. Recognize that thesis and research project topics must be within the scope of the approved and approved graduate program as set out in the program descriptions in the Graduate Calendar.
4. Choose, with the approval of the Advisor and Advisory Committee, a topic of research for which adequate resources are available, including financial and physical resources and faculty expertise.
5. Conform to University, Faculty and Program requirements, academic standards, and guidelines including those related to deadlines, thesis or research project style, course requirements, intellectual property, academic misconduct and any relevant safety
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Graduate Coordinator Handbook

The purpose of this handbook is to clarify your role as a Graduate Program Coordinator at the University of Guelph and to organize relevant information in a manner that corresponds to your main responsibilities as a Coordinator. Many of your responsibilities are defined through Senate policies and procedures as documented in the Graduate Calendar and as referenced in this guide. The Graduate Calendar is the definitive guide to University of Guelph policies, procedures and guidelines and takes precedence over the contents of this handbook. If you have not already read the General Regulations (Chapter II), General Information (Chapter III) and Degree Regulations (Chapter IV) in the Graduate Calendar, you should do so early in your term.

Acronyms

University Administration of Graduate Programs

Overview of the Role of Graduate Program Coordinators

University Policy and Guidelines

Recruitment

Admissions

Registration

https://www.uoguelph.ca/graduatestudies/graduate-coordinator-handbook
OFFICE OF GRADUATE STUDIES
GRADUATE STUDENT EVALUATION REPORT

TERM: 20

Student Name: 
Student ID Number: 
Program: 
Department/School: 

Department Recommendation (some concerns or unsatisfactory):

☐ SATISFACTORY (Form remains in Department student file). Comments:

☐ SOME CONCERNS: ☐ Action Plan attached ☐ Previous Some Concerns, or ☐ Unsatisfactory report(s) filed

☐ UNSATISFACTORY: ☐ Action Plan attached ☐ Previous Some Concerns, or ☐ Unsatisfactory report(s) filed

Courses: ☐ Continuing ☐ Completed
Research: ☐ in planning stage ☐ In progress ☐ Completed ☐ N/A

Date of most recent advisory committee meeting:

Faculty Comments: (use additional page if required)

Student comments: (use additional page if required)
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Dispute Resolution Mechanisms (with flowchart)

Regardless of the best intentions of all involved, conflict can arise in the course of graduate studies. Depending on the type of conflict and the issues involved, different resolution mechanisms will be appropriate. Four types of conflict can arise in the course of graduate studies. These are:

1. Interpersonal conflict between the student and the advisor.
2. Dispute about evaluation of progress, qualifying or oral examination, includes procedural irregularity.
3. Disruptive, abusive, or destructive behaviour on the part of the advisor.
4. Disruptive, abusive, or destructive behaviour on the part of the student.

Following is a brief summary of the various conflict resolution processes currently in place at the University and based upon current policies. Complainants, responding administrators or committees who believe they have or are dealing with a human rights complaint may, at any time, consult the University’s Human Rights Policy and the Human Rights and Equity Office. The attached flow chart provides a visual representation of the various processes.

Interpersonal conflict between the student and the advisor

As in any other domain of human endeavor, conflict can arise between the student and Advisor simply because of differences in personality, communication style, or unspoken expectations. In many cases, such conflict can be resolved through improved communication, but occasionally the situation deteriorates to the point where external mediation is required. The proposed dispute resolution mechanism is consistent with other University policies, emphasizing action first at the local level. The initial complaint should be brought to the attention of the Graduate Program Coordinator, but if that individual is unable to resolve the dispute the Chair should become involved. If the Chair cannot resolve the matter, the Chair should inform the Assistant Vice-President (Graduate Studies) who, in consultation with the College Dean, will provide informal mediation.