

GRADUATE ADVISEE/ADVISOR CHECK LIST

To be completed by graduate student and advisor in order to facilitate an effective advisor-advisee experience.

- ❑ Become familiar with the information and resources available through the Graduate School.
http://www.ndsu.edu/gradschool/current_students/

- ❑ Attend all orientation sessions offered by the program and the Graduate School (and the Office of International Student and Study Abroad Services for international students). Read and understand the requirements of the program and the Graduate School.
http://www.ndsu.edu/gradschool/graduate_bulletin/
 - *It is the responsibility of the student to be familiar with and complete the requirements for the degree or certificate being sought.*
 - *It is the responsibility of the advisor to ensure that the student accurately understands the requirements for the degree or certificate being sought.*
 - *It is the responsibility of the program to ensure that the requirements for the degree or certificate are clear.*
 - *It is the responsibility of the Graduate School to verify that degree or certificate requirements have been met.*

- ❑ Establish clear expectations for your relationship with each other as early as possible and establish a plan for regular interaction and feedback. Understand the rules of the environment in which you work, i.e. office hours and equipment use. For an effective mentoring experience, it is recommended that advisors:
 - *Encourage strategic thinking and creativity*
 - *Uphold professional standards*
 - *Impart skills*
 - *Provide networking opportunities*
 - *Give moral support*
 - *Set specific goals and measures of accomplishment*
 - *Understand that conflict is natural, helps drive progress, but should be managed*

- ❑ Form a supervisory committee as early as possible and establish a plan for meetings and feedback. It is recommended that you interact with the full committee at least annually.

- ❑ Complete a plan of study and submit to the Graduate School.
http://www.ndsu.edu/gradschool/current_students/forms/

- ❑ For research-based programs, develop a research proposal to share with advisor and committee (check with program policies for how this is done), and ensure that regulatory compliances are met for IRB, IACUC and/or IBC. **Approvals for compliance are required prior to commencement of research.**
Note information in the Graduate Bulletin and Research and Creative Activity: <http://www.ndsu.edu/research/>, and the need to train graduate students in responsible conduct of research: <http://www.ndsu.edu/hr/training/>.

- ❑ Doctoral students must understand requirements and timing for preliminary exams, including submission of scheduling and completion forms on time to the Graduate School.

- ❑ If a disquisition (thesis, paper, or dissertation) is required for the program, start as early as possible in developing the document. **Actively solicit feedback** from your advisors and committee members.

- ❑ Note deadlines for Graduate School items at <https://www.ndsu.edu/registrar/dates/>, particularly:
 - *Graduate student commencement application deadline*
 - *Graduate student initial disquisition submission for graduation*
 - *Graduate student final disquisition copies due for graduation*