**Advisor and Advisee Expectations Plan Template**

**Instructions:** Faculty and students must use this template or a program-specific form to identify and discuss goals and expectations. Examples include:

* How to move forward academically or professionally
* How to help achieve a “Satisfactory” grade in research.

Faculty and students should review and update this plan at various stages of a student’s program of study. Students should complete this plan in consultation with their faculty advisor and update it each term.

**Meeting Date:**

**General Goals** *(high-level goals of a research project, etc.)*

**Specific Goals** *(student project or publication expectation goals, including deadlines, that feed into General Goals)*

**Expectations** **of the faculty advisor** *(possible areas to cover: communication mode preference/response time, academic progress/evaluations, career guidance/professionalization)*

**Expectations** **of the advisee/student** *(possible areas to cover: communication mode preference/response time, academic progress/evaluations, career guidance/professionalization)*

**Process Outline** *(frequency of meetings with an advisor, frequency of student outputs, etc.)*

**Student Summary Statement** *(student summaries understanding and direct or indirect consequences that may occur if they do not meet expectations. This could include but is not limited to unsatisfactory grades, probation, delay in making academic progress, and limited professional development)*

Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

Faculty Advisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_