

SEAS Masters Project Advising Agreement

Project Title:

FOR EACH STUDENT TO COMPLETE (space to be added):

Student Name and Email:

Track:

Student Goals:

Why did you choose this particular project?

What skills do you hope to gain from this project?

In what ways do you believe this project will help you achieve your specific future goals?

What are your expectations of your advisor?

FOR EACH (CO-) ADVISOR TO COMPLETE (space to be added):

Advisor Name and Email:

Advisor Goals:

Why did you choose to advise this particular project?

How does your specific expertise match with the project's goals?

What specific deliverables do you expect from the student team (e.g., a publishable paper)?

What are your expectations of the student team?

Student Responsibilities

- Meet or interact with advisor, as a team, on a regular (ideally weekly, at minimum monthly) basis throughout the duration of the project, at a time to be mutually predetermined with advisor at the beginning of each semester (**Suggested day/time:** Monday 3-5pm).
- Seek feedback and secure advisor approval throughout the course of the project, including on proposed Masters Project proposal, detailed timeline, literature review, methods, draft Masters Project reports/publications and Capstone/client presentations, within mutually agreed upon timeframes.
- Complete project goals according to the timeline jointly developed with advisor. Report deviations from the timeline to client/advisor in a timely manner.
- Promptly inform advisor of any issues that may arise with either the client or other team members, and work with the advisor to resolve these issues.
- Provide adequate notice or time for advisor when assistance or feedback is needed.
 - Allow advisor ___ days to respond to emails, ___ weeks to review draft documents/presentations.
- Complete reflections at the conclusion of the 1st and 2nd masters project semesters to summarize what is going well and what needs to be improved, including with regard to

advising. After 3rd semester, evaluate peers via peer evaluation form and project advisor via course evaluation process.

Advisor Responsibilities:

- Discuss student and advisor expectations at the outset of the project, along with desired modes of interaction and ways of working together. Advise student team while allowing students' agency over project.
- Meet or interact with the student team on a regular (ideally weekly, at minimum monthly) basis throughout the duration of the project, at a time mutually predetermined at the beginning of each semester (**Suggested day/time:** Monday 3-5pm).
- Assist students with developing a specific timeline for completing project tasks and monitor that the project is proceeding accordingly.
- Be a resource to students, offer unique skills, link students to contacts and when needed, assist with identifying and applying for funding to complete Masters Project.
- Provide constructive feedback throughout the course of the project, including on proposed Masters Project proposal, detailed timeline, literature review, methods, draft Masters Project reports/publications and Capstone/client presentations, within mutually agreed upon timeframes.
- Promptly help students resolve issues between the client and students or among students, should they arise.
- Discuss end of 1st and 2nd masters project semester student reflections with student team and implement adjustments (including with regard to advising), as needed. At the end of the Masters Project process, confidentially solicit feedback from students on their respective performance via a peer evaluation form and assign final project grades accordingly.

If students or advisors feel that the other party is not fulfilling its duties in a satisfactory manner, they are encouraged to contact the Associate Dean of Academic Affairs for assistance.

Note that by signing this document, students and advisors commit to carrying out the above stated responsibilities.

SIGNATURE LINE TO BE ADDED EACH STUDENT/CO-ADVISOR (space to be added):

Student: _____
Print Signature Date

(Co-) Advisor: _____
Print Signature Date