



School of Child & Youth Care

Responsibilities in the Supervisory Relationship Policy

Recommendation #1 Knowledge of Faculty of Graduate Studies Policies

Supervisors and students should spend time reviewing the FGS document, Responsibilities in the Supervisory Relationship Policy and use it as a point of discussion and negotiation at the beginning of the supervisory relationship. This document will serve as a guideline for supervision and student responsibilities. Being familiar with the document should provide a basis for negotiating differences and such differences should be handled as early as possible. It is anticipated that given our diverse graduate student population with their specific needs due to work outside of school, parenting, and studying at a distance, that there will be widespread differences that will need to be addressed.

Recommendation #2 Timely Feedback and Student Progress

Timely feedback for students is critical to their progress. The supervisor will normally review the student's work prior to distribution to the other committee members. This review process can take from 2-4 weeks. We strongly recommend that students let faculty know in advance when their work will be ready so that faculty can schedule time accordingly.

Committee members may also need from 2-4 weeks to provide a thorough review of a full draft. Students may need to be reminded that there may be multiple revisions needed before the document is ready to go to defence.

Students and supervisors should keep an ongoing timeline for completion in mind and allow for a reasonable amount of flexibility.

Recommendation #3 Course Completion

Students are responsible for keeping track of their program but should be encouraged to consult with the graduate secretary regarding their CAPP when needed.

After reviewing course options, if students need more consultation/advice, then they should schedule a meeting with the graduate advisor. Once a supervisor has been selected, it is anticipated that guidance regarding course electives or directed studies be provided by the supervisor.

Recommendation #4 Contact with Students

Students are responsible for keeping in contact with their supervisors. It is not up to the supervisor to try to locate students. How and when the contact will occur needs to be negotiated at the beginning of the supervisory relationship. If a faculty member is going to be away for an extended period of time (more than 2 weeks), he or she should let their graduate students know.