

DEPARTMENT OF HISTORY MASTERS STUDENT/SUPERVISOR FORM

The purpose of this form is to set out expectations of both student and supervisor as well as the plans and deadlines for the research and completion of projects for all three MA streams. The aim is to clarify expectations between student and supervisor and to facilitate completion in a timely manner.

Students and supervisors complete this form together one month after the completion of coursework (normally by MAY 31 of student's first year). Signed copies must be returned to the graduate secretary who will distribute electronic copies to the graduate director, the supervisor and the student.

The Faculty of Graduate Studies requires annual written reports on graduate student progress. As a result, this form is to be completed by May 31 yearly until program completion.

Student Name:	Area of Study:
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Supervisor:	Committee Members (normally one, normally member of Department of History):
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<input type="checkbox"/> MRP	<input type="checkbox"/> Thesis	<input type="checkbox"/> Public History
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Registered in: <input type="checkbox"/> Co-op <input type="checkbox"/> LATHE <input type="checkbox"/> Three Minute Thesis Challenge	Date Started Program:
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Focus of research:

STUDENT AND SUPERVISOR'S COMMITMENTS

How often do you agree to meet?

Will frequency of meetings vary, depending on whether students are researching or writing?

Will meetings continue during the summer or during a faculty member's study leave?

A) Deadlines:
These deadlines provide a framework for timely completion. Significant variation needs approval from the supervisor.

1. Deadline for completion of research for thesis/MRP:

2. For public history stream, what form will the final project take? Deadline for first portion of the project:

3. Deadline for submission of first chapter/section of the MRP:
4. Deadline for the first chapter for the thesis stream, either a literature review/historiographical paper or the first substantial research chapter. Deadline is normally SEPTEMBER 30 th or the term after all required courses are completed:
5. Deadline for submission of full draft of thesis/MRP:
6. Other deadlines:
B) Student: In entering a graduate degree program, a graduate student is making a commitment to devote the time and energy necessary to complete the program. The supervisory committee has the right to expect reasonable effort, initiative, respect and receptiveness to suggestions and criticisms. The student is a participating member of the committee and may initiate and negotiate changes to the program and committee membership in full consultation with the committee and without prejudice due to changes requested. Here the student will set out expectations of what they are to do.
1. Do you need to apply for permission from the Human Research Ethics committee to do interviews?
2. What archives will you need to go to? <i>(Note the Department and faculty of Grad Studies have some funds to help with travel for research or presentations.)</i>
3. What are you doing over the summer?
4. How do you plan on advancing your program over the summer?
5. Will you need to do research in a second language?

6. How often will you inform your supervisor of your progress?
7. What do you see as the appropriate student/supervisor relationship?
8. Any other expectations not mentioned above?
<p>C) Supervisor: The Academic Supervisor is a mentor and advisor who develops a professional, interpersonal relationship with the graduate student that is conducive to scholarly activities and intellectual enhancement. The supervisor is responsible for assisting the student to develop a supervisory committee, informing and directing the student to appropriate source material and all necessary Ethics approvals before the commencement of research, negotiating with the student a realistic timeline to completion, examining the work submitted by the student and providing feedback and constructive written comments. The supervisor ensures that the student is aware of all program requirements, degree regulations, and general regulations of the academic unit, the Faculty of Graduate Studies, the University, and external granting agencies. The supervisor provides counsel for all aspects of the program, and stays informed of the student's scholarly activities and progress. Here the professor will record their responsibilities to the student.</p>
1. Are you able to assist with translations?
2. Do you know of documents/secondary sources that will be useful, and can you facilitate access?
3. What is your agreed turn-around time for providing comments on student work?
4. Do you have expertise in a certain technique such as quantitative analysis and will you assist the student in learning this technique?
5. Will you review drafts of articles for publication or grant applications?
6. Will you keep the student apprised of upcoming lectures/conferences that would benefit them?

7. What do you see as the appropriate student/supervisor relationship?	
8. Any additional responsibilities to the student not listed above?	
D) Other Comments:	
SIGNATURES	
Supervisor:	Date:
Student:	Date:
Graduate Director:	Date: