

## Supervisor & Student Expectation Agreement (SSEA)

The intention of this Agreement is to clarify expectations between the Supervisor and the Student, and to provide the Student with information necessary for success. Both the Supervisor and the Student should retain a copy of the completed form, and the Supervisor/Program will also provide a copy to the Office of Graduate Studies (<a href="mailto:GradStudies@twu.ca">GradStudies@twu.ca</a>).

STUDENT NAME:		STUDENT ID#:		
DEGREE:		STUDENT EMAIL (@mytwu.ca):		
PROGRAM:		RESEARCH SUPERVISOR:		
EXPECTED COMPLETION:		PROGRAM DIRECTOR:		
EXPECTATIONS of both the SUPERVISOR & STUDENT				
Student	t Item of		Discussion	Supervisor
	<b>Thesis Handbook</b> . We have reviewed the handbook, including the section on Roles and Responsibilities of the Graduate Student and Graduate Supervisor.			
	Other Resources. We have discussed where to locate resources such as the TWU Student Handbook, our program handbook, and the TWU Graduate Studies website.			
	Meetings. We will meet at least once monthly, with additional meetings as needed.			
	<b>Feedback</b> . We have discussed that the student may expect timely feedback from the Supervisor on written work, normally within two to three weeks of submission by the Student.			
	<b>Progress Reports</b> . We have discussed that the Supervisor is responsible to track, support, and report on the student's satisfactory progress towards degree completion.			
	<b>Degree Completion</b> . We have discussed program expectations and have identified an expected completion date (entered above).			
	<b>Scholarly Development</b> . We have discussed program opportunities for the Student to develop presentation and writing skills. This may include participation in seminars, conferences, competitions, publication opportunities, and/or application for awards.			
The undersigned acknowledge that they, the Supervisor and Student, have together reviewed the above expectations, that reference materials, including policies, relating to graduate studies have been made accessible to the Student, and that clarification has been provided as requested.				
Name of Graduate Student Signature of C		Signature of G	raduate Student	Date
Name of Research Supervisor Sig		Signature of Re	esearch Supervisor	Date
OFFICE OF GRADUATE STUDIES ONLY. Date re		Date received t	from the supervisor/program:	