

School of Interactive Arts and Technology
Graduate Program
Checklist for Graduate Students and Senior Supervisors

Every semester

- () there is a regular meeting schedule established; it is understood what the student will report on, and areas where supervision is most likely to be needed
- () the goals for the semester have been established (e.g. courses, research, writing etc.)
- () plans for professional development (e.g. conferences, learning new techniques) are known and have been allotted sufficient time
- () the student has a plan for financial support

At least once a year

- () the student and the entire supervisory committee have met and discussed plans for the year
- () there is a written statement of the goals, and a timeline for achieving them
- () progress from the previous year has been assessed in writing
- () plans for financial support have been discussed
- () major absences of committee members and/or student are known
- () the long-term plan for completion of the degree has been reviewed; the current year's plan is consistent with the long-term plan
- () there is a plan to publish research results, and the rules for co-authorship have been discussed
- () the plan includes time for family, recreation and vacations
- () the student has consulted with the supervisory committee about career goals following graduation