

Mutual Expectations Regarding Research Supervision
High Ability and Inquiry Research Group
Department of Educational and Counselling Psychology, McGill University

These notes are designed as guidelines to facilitate positive and mutually beneficial student-supervisor relationships, and to avoid problems on matters such as authorship and credits on publications, the extent of participation in activities other than the Thesis, Research Project, or Special Activity, and future access to data collected in the course of our work together. Some of the activities described below may be conducted in groups. Where these notes hinder rather than help, they should be amended to meet mutually acceptable needs, in general or as occasions arise.

A. Supervisor's Responsibilities

1. Meet regularly with students and be contactable at other times.
2. Arrange substitute supervision during extended absences.
3. Advise on course selection.
4. Assist in the preparation for comprehensive or oral examinations.
5. Help prepare conference and journal presentations based on work done in the program and assist with applications for support to attend suitable conferences at a reasonable distance and on whose programs students earn a place.
6. Help apply for funds to cover direct research costs and to provide stipends to full-time students.
7. Provide feedback within a mutually agreed time-frame on written work submitted for review.

B. Students' Responsibilities

1. Regularly pursue work and keep the supervisor informed of progress or problems.
2. To a mutually agreed degree that respects other responsibilities and priorities, contribute to advancing team activities that further the common good of all of us working together--e.g., workshops for teachers, parent contacts, library orders, data bases, maintaining bibliographies and mailing lists, convening meetings, maintaining computers and supplies. These tasks will be equitably distributed.
3. Join in the preparation of conference presentations and publications on research and other activities done with faculty members.
4. With appropriate guidance, prepare a draft version of the thesis or major report, normally within 3 months of its final presentation for master's degrees, or 6 months for doctoral degrees; after that point the supervisor may take over such preparation and the order of authorship may be changed (within APA and McGill authorship guidelines).
5. Apply for scholarships and bursaries, especially FQRSC, McGill, and SSHRC (where eligible).
6. Participate to a mutually agreed extent in teaching-related activities such as the TA course.
7. Take a professional role in one's discipline by undertaking at least one student or regular membership in an appropriate professional or academic organization.
8. Keep at McGill a copy of raw data, coding sheets, instruments, and subject-identification data.
9. Upon graduation, leave with the supervisor a printed copy of the main research report, and an electronic copy in modifiable form (e.g., not PDF) of any data and the text of the thesis or project.
10. Use Microsoft Word and APA style for written submissions.
11. Report annually in writing on progress and contributions (department and university forms).
12. Regularly attend and participate in research-team meetings.

continued overleaf

Mutual Expectations Regarding Research Supervision (concluded)

C. Joint Responsibilities

1. Give full credit for the contributions of others and to research funding in all products.
2. Assign authorship according to the latest APA publication guidelines. (For example, if a thesis topic or report is entirely the student's original contribution, then the advisor's contribution is due a footnote. Shared scientific responsibility calls for co-authorship, with the student as first author on the main points of the student's research of those for which the student took primary creative responsibility, and the advisor as first author on any specific subpoints which the advisor contributed or a broader study of which the student is part.)
3. Both have unlimited access to the data collected on or about the topic of a thesis or project during the time worked together, plus any other that may be agreed to, giving due credit to its origin either by footnote or reference to previous publications.

D. Degree Covered by this Agreement

____ PhD Thesis ____ MEd Special Activity EDPE-697 EDPE-698 Both together
____ MA Thesis ____ School Psychology MA Research Project EDPE-629
____ Honours Thesis ____ BEd Practicum or Independent Student Project (#____ - ____)
____ BA Major Project ____ Other (specify): _____

E. Comments, Additions, or Special Notes

F. Signatures

We agree to work together in an advisory relationship in accord with the above guidelines.

_____ Supervisor	_____ Date	_____ Student	_____ Date
Printed Name _____		Printed Name _____	