

***Instructions***

1. Read over the following sections on finding a supervisor and on what a student and supervisor can expect from each other.
2. Find a supervisor and with the supervisor's help find a second reader.
3. With consultation from your supervisor, generate a research proposal. The proposal must be typed and be at least one page in length. Additional pages for bibliographic references may also be included. Please attach the proposal to this page.
4. Only after the research proposal has been finished and shown to your supervisor should you fill out the form on the back of this sheet and submit it to the Graduate Administrator.

***Finding a Supervisor***

It is never too early to begin thinking about a supervisor for your research essay. First, it is necessary to have a field in place and to have in mind a topic, if not an argument or guiding principle to your research. Individual faculty members are valuable resources that can help a student explore possible ideas, even if they do not eventually become the student's supervisor. There is no formal way of approaching a potential supervisor. However, it is incumbent upon the student to initiate contact by asking a faculty member in person or by email. The Graduate Supervisor can recommend to the student suitable supervisors. All arrangements are "informal" until the Graduate Supervisor has received a signed form, accompanied by a research proposal that the supervisor has read and approved.

***What a Student Can Expect of a Supervisor***

The student can expect from the supervisor scholarly guidance throughout the stages of researching and composing the essay. The supervisor can assist in selecting and planning a manageable research topic, because he or she should be either familiar with the specific topic or willing to acquire that familiarity. The student should not hesitate to arrange meetings through email or in person. A supervisor will make himself or herself available for consultation about the project: depending upon the research itself and particularly on the student's stage of work, meetings may take place once a week or once a month. A supervisor must consult with the Graduate Supervisor or student about continuity of supervision before leaving for an extended period. Supervisors should respond expeditiously, thoroughly, and constructively to drafts of the student's writing. But in approving the complete paper, the supervisor does not in any way commit the department to accepting it. After the examination, the student can expect the supervisor to advise him or her about any compositional changes required by the examiner.

***What a Supervisor Can Expect of a Student***

The supervisor can expect from the student a commitment to designing and implementing the research project. In order to keep on track, the student should develop a plan for all the stages of the project. It is the student's responsibility to meet with the supervisor when requested and report fully and regularly on the progress of the research. The student should be sensitive to the fact that the supervisor's other teaching, research, and administrative duties may take precedence over immediate consultation on the project. The student must maintain a reliable and current address, phone number, and email address. It is the student's responsibility to maintain registration in the program and to keep any necessary visas and immigration documents up to date.

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

*To be Filled out by the Student*

Research Essay Title:

Student Signature:

*To be Filled out by the Supervisor*

I have read and discussed this student's proposal and agree to supervise the above 5908 project beginning on the following date: \_\_\_\_\_.

I expect to see the first draft by the following date: \_\_\_\_\_.

I expect to see the essay completed by the following date: \_\_\_\_\_.

Faculty Name (Print):

Faculty Signature:

*To be Filled out by the Second Reader*

I have read and discussed this student's proposal and agree to examine the above 5908 project.

I expect to see the final essay by the following date: \_\_\_\_\_.

Faculty Name (Print):

Faculty Signature:

**APPROVAL OF GRADUATE SUPERVISOR:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date