

## Checklist for planning first meetings with a new DPhil student

Use this checklist to plan what to discuss in initial meetings with a new DPhil student in light of what you hope to achieve over the long term.

- Explain the goals for meetings and clarify how confidentiality should be handled
- Discuss what each of you perceives as the boundaries of the supervisory relationship
- Review the student's current experience and qualifications
- Discuss and record the student's immediate and long-term goals
- Explore useful professional development experiences in view of these goals
- Record these (or ask the student to) as a professional development plan
- Discuss and record any issues that may affect the supervisory relationship such as time, financial constraints, lack of confidence, or newness to the role, etc.
- Arrange a meeting schedule with your student. Clarify how meetings will be documented.
- Record topics discussed and feedback given at each meeting (or ask student to do so – see “meeting minutes” idea)
- Ensure that meeting records are kept confidential and in a safe place
- Discuss activities beyond the research project which could form part of your supervisory relationship, e.g.
  - Providing advice on teaching
  - Opportunity for work shadowing
  - Availability to consult on issues or concerns the student has with colleagues in study or research groups
  - Consulting on career opportunities
  - Other \_\_\_\_\_
- Create a provisional action plan (or ask the student to) that reflects institutional requirements, intermediate goals to achieve them (and any pertinent professional development needs)
- Agree on a schedule to review and amend the action plan as needed

Adapted from Western University, Ontario, Canada |