

Graduate Students:  
Recruitment and Supervision  
Some thoughts and  
Experiences

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Dr. Peter Schiavone

## RECRUITMENT:

ALL from Personal Contact:

- Colleagues
- Collaborators
- Conferences
- Research Seminars
- Graduate Students
- iMechanica: Web/blog of Mechanicians

## RECRUITMENT:

### Closing the Deal:

Quickly Establish a Relationship built on

- Mutual Trust and Respect (I use SKYPE)
- BUILD CONFIDENCE
- \*\*Initial interaction: student feels you are there to support him/her, you care, you listen..you'll "look after them"
- Continuing Interaction – 'look after application'..RECRUITMENT in truest sense

*STUDENT ARRIVES:*  
*SUPERVISION:*

- **CLEAR** AND FREQUENT Communication
- **CLEAR** EXPECTATIONS
- FLEXIBILITY – Know your student's learning style
- Insist on QUALITY AND STANDARDS
- ASK for help – co-supervision/mentor/Assoc Chair

# SUPERVISION:

## KNOW THE RULES:

- ALL graduate students are students of FGSR
  - not of the Faculty of Engineering
- ALL graduate students are represented on campus by The GSA established by the province's *Post-Secondary Learning Act (PSLA)* As a stand-alone corporation, the GSA is governed by a Council established by the *PSLA*, led by elected officials, and run by a professional staff, with management reporting regularly through the President.
- AEGS (Academically Employed Graduate Students) Collective Agreement - see GSA website: (<http://www.gsa.ualberta.ca/en/02CollectiveAgreement.aspx>)

## SUPERVISION

- Responsibilities of the supervisor and the graduate student
- Guidelines and good practices for supervision
- Establishing the supervisory committee
- Establishing the examining committee

### READ

- Graduate Program Manual (FGSR website)
- Department's Graduate Program Manual
- AEGS (Academically Employed Graduate Students) Collective Agreement - see GSA website: (<http://www.gsa.ualberta.ca/en/02CollectiveAgreement.aspx>)

## Things can go Wrong!

- Resolving issues – **COMMUNICATE!!**
  - Supervisory committee, Assoc Chair – carrot v stick?
  - Candidacy Examination (PhD)
- Annual reports – YOU ARE NOT ALONE...
  - Meetings of the supervisory committee with the graduate student are required, at least annually
  - Watch your E-mails!

– **DOCUMENT** ALL MATTERS OF CONCERN

- **APPEALS:** “A decision of the FGSR which affects the student's academic standing (e.g. termination, also known as “required to withdraw”, or a change of category to a master’s program) may be *appealed* by the student.”
- **Faculty Agreement:** “Any person may make a written complaint to the Provost about the conduct of a staff member, including in the complaint a description of the act or omission complained about.” Article 16 FA