CEAS M.A. Adviser Meeting Form

All students should meet with their adviser at least twice a quarter—once during the first half of the quarter, and once during the second half of the quarter.

Meeting Details

Quarter: _____ AUT  _____ WIN  _____ SPR
Meeting: _____ First meeting of the quarter  _____ Second meeting of the quarter
Date of Meeting: ___________________________________________

Discussed (check relevant boxes):

☐ Course selection / Degree Progress
☐ Literature review / thesis proposal (due at least one quarter before student graduates)
☐ Thesis progress / review of thesis drafts
☐ Other: ______________________________________________________

________________________________________  __________________________________________
Adviser Name (print)  Adviser Signature

________________________________________  __________________________________________
Student Name (print)  Student Signature

Graduate Advising Expectations

Faculty advisers guide students in key areas such as selecting courses, designing and conducting research, and exploring academic opportunities and professional pathways. Program administrative staff are available for advising students on program policies and degree requirements, as well as course selection. When most effective, this advising relationship entails collaborative and sustained engagement by both the adviser and the advisee. As a best practice, advising expectations should be periodically discussed and reviewed to ensure mutual understanding. Both the adviser and the advisee are expected to maintain professionalism and integrity.

Graduate Students are active contributors to the advising relationship; they should proactively seek academic and professional guidance, take responsibility for informing themselves of policies and degree requirements for their graduate program, and remain aware of all program-specific and university-wide deadlines.