# Michigan Tech Graduate School logo

# Advisor Recommendation Form

Complete and save this form in **MS Word only**. Google docs and/or other programs do not work properly.

## Submission instructions

1. **Graduate Students and Advisor(s)**: The advisor(s) and student should meet, discuss, and come to a consensus about the workload expectations, communications preferences, and mentoring plan before filling out this form. Once they have come to a consensus, they will complete the fields highlighted in blue.
2. **Graduate Students:** Submit this form to [their Graduate Program](https://www.mtu.edu/gradschool/prospective/directors/) by their second semester to select an advisor. To select a new advisor or add a co-advisor, submit this form again.
3. **Graduate Programs**: Complete the fields highlighted in yellow. Verify the form meets your requirements and upload the form to the Graduate School.
* To open hyperlinks in this form, press the control key and click on them.
* More information on advising and mentoring is available for [students](https://www.mtu.edu/gradschool/resources-for/students/advising-mentoring) and [faculty](https://www.mtu.edu/gradschool/resources-for/faculty-staff/advising-mentoring).
* It is recommended that the advisor and student utilize the [Individual Development Plan (IDP)](https://www.mtu.edu/gradschool/resources-for/students/advising-mentoring/idp/) every year. The IDP is intended to establish **how** the goals in this plan will be accomplished.
* Both the advisor and student should keep a copy of this document for their records.

## Enter Graduate Student Information

Name: Enter graduate student name Degree Program: Choose degree program.

M-number: M      Degree Option: Choose degree option.

## Recommend Advisor(s)

Every graduate student must have one advisor or two co-advisors that meet the [Graduate School requirements](https://www.mtu.edu/gradschool/policies-procedures/requirements/advisor/). Type the advisor name(s), along with the semester and year you begin working with them. The remaining columns are for Graduate School use only.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Advisor Name | Semester | Year | M # | Grad Fac Status | Affiliation |
| Enter Advisor’s name | Semester. | YYYY |  |  |  |
| Enter Co-advisor’s name | Semester. | YYYY |  |  |  |

## Close Personal Relationship Management (Graduate Director completes this section)

Answer the following question about [close, personal relationships](https://www.mtu.edu/gradschool/policies-procedures/academic/independence/) between the advisor(s) and members of the committee and indicate your approval by typing your name below (if possible). Uploading the form to the Graduate School indicates your approval even if the form fields are not available.

Do any advisor(s) or committee members have a close, personal relationship? Choose

Name of Approver: Grad Prog Dir, Dep Chair, Dean CoB, Dean CFRES Date: Enter a date.

## Funding Acknowledgment

Describe potential funding sources to support the graduate student towards degree completion. Advisors are encouraged to support their graduate students to apply for funding (like NSF GRFP, MSGC, KCP FFF, FINNEST etc.).

|  |  |  |
| --- | --- | --- |
|  | Is this a potential funding source?  | Briefly describe funding source(s) |
| Student | Choose | Provide short description |
| Advisor | Choose | Provide short description |
| Graduate Program | Choose | Provide short description |

## Graduate student-specific Advising Plan

### Program Milestones

Enter the projected semester and year to achieve the milestones associated with the graduate degree program. The IDP can be used to elaborate on the timeline for the degree.

|  |  |  |  |
| --- | --- | --- | --- |
| MS Degree Milestone | Projected Semester to be completed | PhD Degree Milestone | Projected Semester to be completed |
| Coursework | Semester — YYYY | Coursework | Semester — YYYY |
| Final Oral Exam | Semester — YYYY | Qualifying Exam | Semester — YYYY |
|  |  | Research Proposal Exam | Semester — YYYY |
|  |  | Final Oral Exam | Semester — YYYY |

### Workload Expectations

The [Graduate School expects](https://www.mtu.edu/gradschool/policies-procedures/academic/credits/) 31.5 hours/week of academic work/study for full time enrollment and 20 hours/week of work for [full time assistantships](https://www.mtu.edu/gradschool/financial/assistantships/#workload).

### Describe your consensus on a typical work week in the research group

Enter a few lines. Be sure to include the agreed working hours, location, and other typical scheduling details for the research group.

### Describe your consensus on the typical working hours of your research group

Business hours are typically 8am-5pm, M-F (except [University holidays](https://www.mtu.edu/hr/supervisors-admins/payroll/calendars/)). Your group’s working hours may differ.

Enter a few lines. Be sure to discuss hours that differ from regular business hours such as after-hours work or collaboration with teams across different time zones.

### Describe your consensus on typical research meetings

Enter a few lines. Be sure to include the agreed upon frequency, duration, and location of meetings as well as other required items like who sets the agenda and the typical format of the meeting.

### Describe your consensus on the typical response time for reviewing written work

Enter a few lines. Be sure to discuss items like journal articles, proposal or fellowship applications, thesis/dissertation chapters, etc.

### Describe your consensus on accommodations for life responsibilities

Enter a few lines. Consider including items such as how to handle emergencies, ongoing caregiving responsibilities for dependents or elders, unexpected situations such as accommodation of snow day in the local schools, or other personal commitments.

### Describe your consensus on the time off process/practice for the group

Enter a few lines. Be sure to include when and how many days off are permitted. Include, for example, how to address time off due to unexpected sicknesses, emergencies, life events, or religious/cultural observances.

### Communication Preferences

* In the chart below, discuss your shared communication preferences. Click on the agreed methods to place a ✔ in each agreed method. An 🗴 indicates a mode that is not to be used.
* MTU email is highly recommended as the primary mode of official communication.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Mode** | MTU Email | Phone | SMS/Text | Zoom, Webex, etc. | Google Chat, Slack, Whatsapp, etc. | Other:Specify |
| **Working Hours** | ✔ |[ ] [ ] [ ] [ ] [ ]
| **After Hours** |[ ] [ ] [ ] [ ] [ ] [ ]

## Graduate student-specific Mentoring Plan

Describe mentorship activities envisioned for the graduate student in the context of the following areas. The use of the [MiTechIDP](https://www.mtu.edu/gradschool/resources-for/students/advising-mentoring/idp/) (or similar) is highly recommended to establish details of mentorship roles and expectations.

Graduate student’s current career goal:Choose from list or type other preference.

Meeting frequency to discuss career goal:Choose from list.

### Career Counseling

Enter a few lines. Think about what areas the advisor(s) will be able to assist the graduate student with career counseling, and other mentors or resources that are available for the graduate student to attain their current career goal.

### Research Proposals, Publications, and Presentations

Enter a few lines describing publication practices and expectations in the group. Be sure to discuss goals for conference presentations, publications or research proposals, and group expectations for authorship on publications.

### Teaching and Mentoring

Enter a few lines describing the guidance and mentorship to be provided to the graduate student according to their academic career choice. If the advisor is not the primary coordinator for the course, discuss how the advisor shall support the graduate student in seeking appropriate teaching mentorship within the department and beyond. Also discuss teaching workshops/trainings that the graduate student can attend for their development towards an academic career.

### Collaboration with personnel from different disciplines

Enter a few lines describing how you shall establish, foster, and promote a collegial environment for collaborative research involving partners from outside the advisor’s research group at Tech and other external institutions.

### Essential Trainings and Professional Practices

Enter a few lines describing plans for the graduate student to acquire discipline-specific skills and professional practices. Be sure to include training programs, especially those that are required by the research group, and those offered by professional societies.

## Acknowledgments – click on each to acknowledge

|  |  |
| --- | --- |
| Commitment | Advisor |
| I acknowledge that I am primarily responsible to advise, and/or mentor, and/or provide other sources and/or resources thereof, for my graduate student’s development on their chosen professional path. |[ ]
| I recognize the possibility of conflicts of interest between the goals/milestones of my research program and the progress of my graduate student towards the completion of their degree. I pledge to not allow my goals to interfere with my graduate student’s goals. |[ ]
| I pledge to provide a safe and welcoming environment for my graduate student. |[ ]

|  |  |
| --- | --- |
| Commitment | Student |
| I acknowledge that I am primarily responsible for the completion of my degree, including fulfilling the requirements of the Graduate School and the Graduate Program, and submitting required forms and items. |[ ]
| I pledge to consult my advisor and seek other sources and/or resources for mentorship, in a timely manner to grow and develop myself according to my chosen professional path. |[ ]
| I pledge to maintain a safe and welcoming environment in the research group. |[ ]

We pledge that this advising and mentoring plan shall be reviewed Choose from list or type other preference.

This plan remains in effect until it is canceled, updated, or the graduate student completes the degree. It is recommended that the graduate student and advisor keep their own written notes on other details as necessary.

Type graduate student name to sign Type advisor(s) name(s) to sign.

Graduate Student Type Name and Date Advisor Type Name and Date