



C&I Graduate Student Advising Guidelines and Best Practices

Communication

Advisors...	Students...
Make explicit how often students should meet with you and how/when meetings should be arranged (connect at least once per month during the academic year).	Reach out to advisors at least once per month during the academic year.
Respond to emails from students within 5 business days during the academic year.	Use your UMN email with faculty and staff. Become familiar with all resources: Graduate School and C&I handbooks, DGS, GPC, etc.
The time frame for response depends on the length and nature of the work. During the academic year, 2 weeks for written work such as thesis or IRB proposals (e.g., 20-30 pages), and up to 3 weeks for longer work (e.g., dissertation chapters).	Submit work according to any agreed upon timelines and with appropriate expectations for turn-around.
Honor the time you have scheduled to meet with advisees. Be prepared, on time, and focused on student needs.	Clearly state your advising questions and needs in all communication.
Give constructive criticism to students about their work and ideas. Provide both oral and written feedback. Inform your advisees what types of work you are willing to review and how many revisions.	Ask your advisor for clarification before making assumptions about the intent of the feedback. Come to meetings prepared with questions, an outline, or other necessary documentation.
Recognize that international and first generation students might have different expectations of an advisor-advisee relationship. Some expect that <i>you</i> will contact <i>them</i> . Educate yourself about how to effectively advise across differences.	Be direct and open in your communication with your advisor when/if there are difficulties. You may also consult DGS, GPC, and the Student Conflict Resolution Center.
Ask your advisee if/how you can be more effective in supporting them. Be open to feedback and to the possibility that students might want to switch advisors.	If interested in changing advisors, you should talk to your advisor directly and explain why. Advisors want what is best for the students' development and are happy to discuss. Refer to the student handbook for advisor change procedures.

Socialization into the Norms of the Academy

Advisors...	Students...
Help students learn the culture of your discipline, including possible networking and publishing opportunities. Encourage and coach students to participate in research and conferences and to submit their work for publication.	Be proactive! Ask questions. Attend events. You can get out of graduate school what you put into it. Learn outside the classroom. Attend talks whenever possible within the department and beyond.



Make explicit that bias and micro/macro aggressions are not tolerated.

Ask questions if something seems off. Seek out established department and university resources.

Work to connect with part-time students. Connect all students with advanced students and/or alumni, especially those with shared backgrounds.

Remember, the Ph.D. is not just about coursework; it's about becoming a researcher and advancing your role as a professional in the field.

Foster Community

Advisors...

Students...

Attend presentations by faculty and students from all programs to enhance the C&I community and to learn about each other's fields and research.

Attend faculty and student presentations across all program tracks (e.g. lectures, dissertation defenses). Participate in governance, student groups, and department committees to the extent possible.

Help connect students you know who are working on similar topics so they can share information.

Attend events held by your department/program track so you can get to know other students.

Make explicit to all how funding and scholarship decisions are made within the program area.

Respond promptly to funding and scholarship opportunities and ask questions if needed.

Co-authoring Publications / Co-presenting at Conferences

Advisors...

Students...

Invite advisees to co-author manuscripts / co-present at conferences as appropriate. Set explicit expectations around this.

If an advisor invites you to co-author a manuscript or co-present at a conference, accept as long as you can commit to the necessary time and energy it will take to bring the project to fruition.

Discuss and negotiate upfront what the expectations are and what the authorship order will be. As this can vary, discuss explicitly, early, and often. Document conversations.

Ask questions about this process so that you and your advisor are on the same page. Keep record of email or written understanding.

Encourage students to co-author with their peers.

Be proactive and approach faculty if you are interested in co-presenting / co-authoring.

Graduate Program Milestone Completion

Advisors...

Students...

Follow *Graduate Studies Handbook* guidelines for planning and filing the program carefully.

Use the program planning form and APR process to make sure students are taking necessary core courses when they are offered; suggesting courses (esp. if not offered annually). Ensure that selected courses contribute

Consults dept website for upcoming courses and requirements. Ask other students, GPC, DGS, and instructors for advice in addition to advisors.



in meaningful ways to students' professional development.	
Clearly articulate the purposes and expectations (including evaluation information) for the prelim exams, as your program track perceives them and as documented on webpage.	Keep track of the content of all directed study courses (e.g., keep a copy of required written agreement for directed studies) so that this information can be made clear at the time of program filing.
Help students stay on track with program milestones, both with academic and logistic support. Respond promptly to required paperwork!	Know and follow Graduate School regulations. If you have a question, go to the Graduate School and C&I department websites to get it answered! If you still have questions then ask the GPC or your advisor. Don't leave paperwork until the last minute!
Informally approve the student's topic / direction before they spend a great deal of time preparing 3 chapters.	Be proactive about preliminary written and oral exams; start preparing early. Ask what you will be expected to do, what classes you should complete before you take exams, and when in your program you should take exams.
Explain to students in detail how the exams proceed and what will happen if their performance does not meet program track standards.	Understand that successful completion of prelims/written (take-home exams) requires that you demonstrate high quality scholarly writing. The prelims serve as an opportunity to pull together all that you have learned in the program and to communicate that knowledge effectively to your committee.
Familiarize students with the Thesis / Dissertation process early and provide suggestions for when a topic should be chosen.	Start thinking of a thesis/dissertation topic early so you can discuss ideas with your advisor as they arise. Seek advice from your advisor on forming your committee.

Employment After Graduation

Advisors...	Students...
Prepare students for the job markets as part of their academic training.	Ask your advisor what sort of networking opportunities they can provide (e.g. conferences).
Outline what you are willing to do to help your advisees find employment after degree completion.	Network and build your CV from year one.
Clarify for students what you can say in a letter, and expectations with respect to timing and support.	Give advisors/faculty at least two weeks notice to write a letter or recommendation. Make the process as easy as possible by providing a CV, job announcement, website links, and any necessary instructions. Be prepared to outline your strengths if asked.



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