

Memo on Graduate Advising
Department of Communication, University of Maryland

Advising is an important part of graduate education. Before entering into an advising relationship, potential graduate student advisees and faculty advisors should have a structured conversation to ensure that they share a clear understanding of what to expect from each other. The Memo on Graduate Advising is not a formal contract, but is designed to facilitate this conversation. This memo should be submitted to the DGS and CGS along with the Appointment of Program Advisor/Advisory Committee form. The [Graduate School's Professional and Career Development](#) offers additional resources and ongoing planning materials that you may find helpful

Date:

Graduate Student Advisee's Name:

Faculty Advisor's Name:

Preferred Communication: *How and when will you communicate? What are your expectations regarding communication channels (email, text, phone call) and times (e.g. anytime, business hours only, etc.)?*

Career Pathways and Support: *What are potential careers the advisee would like to pursue after they complete their Ph.D. program (recognizing that this may shift over time)? What can the advisee and the advisor do during the program in support of these goals?*

Program Benchmarks: *How will you maintain organization and accountability on progress toward program benchmarks? Who is responsible for paperwork? What is the advisor's approach to benchmarks such as comprehensive exams, prospectus, and dissertation?*

Conferences and/or Publications: *What are the opportunities, recommendations, and expectations for advisee participation in conferences and publications while in the graduate program? What kind of support and resources can assist in this process?*

Research Collaboration: *What are the opportunities, recommendations, and expectations for co-authorship or other forms of research collaboration? Please review the [Graduate School's policy on Co-Authorship for Faculty-Student Interactions or Collaboration](#).*

Teaching Support and Development: *What opportunities, recommendations, and expectations are available to help the advisee reach their goals in this area? What kind of support and resources can assist in this process?*

Participation: *What are the opportunities, recommendations, and expectations for advisee participation in the department, university, and discipline (e.g. attending talks, participating in workshops, service and leadership roles, etc.)?*