



## Expectations of Faculty Advisors to KIN Graduate Students

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1. Establish a positive collegial relationship with the student advisee characterized by mutual respect and caring.
2. Provide effective advising services:
  - Be accessible via email, office hours, and advising meetings.
  - Provide mentoring to each student as needed using various delivery systems such as individual advising meetings, group advising, writing groups, research groups, and email correspondence.
  - Discuss expectations related to academic integrity.
  - Help the student to understand and comply with degree requirements and pertinent departmental, college, and university policies.
  - Assist the student to develop an academic program plan.
  - Assist the student to select, design, conduct, and evaluate a capstone experience appropriate to the student's degree program.
  - Provide prompt feedback on student scholarly papers, especially drafts of the thesis, project report, internship report, or dissertation.
  - Conduct annual written reviews of academic progress with input from the student.
  - Write letters of recommendation for scholarships, graduate assistantships, and jobs.
3. Be a role model of exemplary faculty behavior, including effective teaching, an active program of research, and professional service.
  - Help the student understand and prepare for her/his future professional responsibilities. Help Ph.D. students prepare for their roles as future members of the academy by discussing and demonstrating an appropriate balance of teaching, research, service, and advising responsibilities.
  - Help the student develop expertise in teaching, coaching, and/or professional practice by identifying appropriate opportunities, assisting and observing the student in those roles, and collaborating with the student to assess progress toward professional competence.
  - Help the student (especially research-active M.S. students and Ph.D. students) to develop research expertise by providing opportunities to observe, apprentice, and collaborate on current projects. Encourage the student to present and publish

completed research, as well as seek funding for proposed research projects. Mentor the student in responsible conduct of research.

- Help induct the student into the profession by encouraging membership in professional organizations and participation at conferences, and help the student network with colleagues in those settings. In addition, Ph.D. students should be encouraged to assume leadership roles in professional organizations and develop skills in reviewing manuscripts submitted for publication or presentation.
- Encourage the student (especially Ph.D. students) to participate in student or academic governance organizations.
- Help Ph.D. students to learn about advising by involving them in activities such as teaching lab techniques or research methods to novice researchers, serving as ex officio members of M.S. student guidance committees, and mentoring undergraduate student fieldwork and independent study experiences under your supervision.
- Demonstrate the value of lifelong education by participating in professional development programs and discussing those experiences with students.