

Template for Establishing Agreement for 698/699 Credits

A faculty advisor of students can copy, paste, and update the template below into an email to establish an agreement on minimum expectations each session of registration for ASEC 698/699 credits. These expectations should be discussed and developed jointly by the student and faculty advisor. The expectations and deliverables should align with the number of credits for which the student is registered (i.e. greater expectations for more credits). This agreement between student and faculty advisor will need to be completed before research hour registration will be submitted.

Research Credits Expectations

Faculty Advisor: _____

Student: _____

Semester: _____

Number of credits: _____

Proposed Plan. (attach an additional sheet if necessary): As per our discussions, _____'s [698/699] research credits for this semester will entail the following: [(e.g. data collection, draft of chapters, IRB submission, literature review, manuscript development, etc.)].

Deadline for submission of materials. We have agreed on the following deadline(s) for the submission of the above-mentioned materials: _____

If questions or concerns surface regarding expectations and credit load at any time throughout the semester, the student and/or faculty advisor and Graduate Director must discuss and record the concern to an agreed upon endpoint. **This template will be completed by the student after meeting with the faculty advisor, and submitted to the faculty advisor by email. The proposed plan will then be forwarded to the Graduate Chair and the Graduate Coordinator to indicate both student and faculty advisor have received and agreed to these expectations. This agreement may be completed in its entirety as emails.

Faculty Signature/Date: _____

Student: Signature/Date: _____