

# OPTIMIZE YOUR ADVISING RELATIONSHIP

DATE: \_\_\_\_\_ STUDENT: \_\_\_\_\_  ADVISOR:  CO-ADVISOR:  2ND READER:

## COMMUNICATION



Question for the **student**: Do firm deadlines help you?

**Example answers:**

- Firm, established deadlines motivate me and keep me on track.
- It is good to have a target, but I may need wiggle room.
- Strict deadlines make me panic and procrastinate; I do better with timelines and targets.

**Your answers:**



Question for **student** and **advisor**: What communication formats and technologies work best for you?

**Example answers:**

- Use email to schedule a face-to-face meeting.
- Emails are ideal for updates or feedback; make the Subject Line clear.
- I prefer Zoom to Teams (or vice versa).
- Send me a text or call me.
- Share files with me on SharePoint (or Box, or email, or hard copy under my office door).

**Your answers:**



Question for the **advisor**: Ideally, how frequently will you meet?

**Example answers:**

- My door is open, 24/7.
- Let's set up weekly meetings.
- I'd like to meet once or twice a month.
- Let's plan on a monthly conversation.
- I'm really busy. Email me when you need to meet and we'll set up a time.

**Your answers:**



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**Question for the **advisor**:** How will you respond if a student does not communicate for a while?

**Example answers:**

- I'll email to check up if I notice they've been out of touch.
- Students are responsible for keeping in touch; if they don't reach out, I don't either.
- I assume no news is good news.
- I am sometimes so busy that I don't notice.

**Your answers:**



**Question for the **advisor**:** Do you want regular status updates from your student? If so, how often?

**Example answers:**

- No need. Reach out when you need to talk.
- Yes, please send me a short email each week.
- Yes, keep me updated in a Teams chat.
- Yes, I need to either meet with you or hear from you via email at least twice a month.

**Your answers:**



**Question for the **advisor**:** If a student hasn't heard from you in a while, how should they respond?

**Example answers:**

- Green light. No news is good news. Keep forging ahead.
- Red light. If you're making big research or writing decisions, I need to review them. Make sure we talk!
- If you haven't heard back from me in 5 days, try again.
- Consider asking your co-advisor or second reader for input.

**Your answers:**

