

**Checklist of Expectations for  
UNDERGRADUATE RESEARCH STUDENT and SUPERVISOR**

Student Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Program (check one): honours \_\_\_\_\_ independent study (e.g., 504, 505) \_\_\_\_\_

The aim of this checklist is to define the expectations and responsibilities of the undergraduate student and the thesis/independent study supervisor. A completed copy of this form should be returned to the Director of Undergraduate Studies at [psychdir@ucalgary.ca](mailto:psychdir@ucalgary.ca) by **September 29, 2017** (or, for 505 courses beginning in the Winter term, January 26, 2018). Students and supervisors should retain separate copies for their records.

**Checklist to be completed by both Undergraduate Student and Supervisor**

	Student	Supervisor
I will attend regular (weekly/biweekly) group or individual student-supervisor meetings and I expect to be able to arrange additional meetings as needed.		
Supervisors are expected to make themselves available to meet with the student on a regular basis and accommodate additional meetings as needed.		
We have discussed expectations regarding student attendance and presentations at seminars or journal club meetings.		
We have discussed access to resources (e.g., library, printing, computer access, measurement/laboratory needs) and appropriate training required for successful completion of my thesis.		
We have discussed the tasks I must complete to finish my thesis research project and thesis document, including expectations, timetable, and due dates.		
I will work to meet previously established deadlines. I understand, however, that meeting dates/deadlines may be subject to change as a result of unanticipated circumstances.		
I am aware that ethics approval is needed before data collection can begin. We will prepare appropriate ethics applications and obtain necessary certifications. <b>Documentation of ethics certification (with the student listed as Student Investigator) must be</b>		

<b>provided to the Director of Undergraduate studies as per the deadline in the PSYC 598 course outline.</b>		
I understand that editorial feedback on written work (e.g., research proposal if required, thesis, scholarship applications,) is expected from the supervisor, and that a reasonable length of time should be permitted for this feedback.		
Supervisors are expected to provide timely feedback on written work (e.g., research proposal if required, thesis work, scholarship applications).		
Supervisors are expected to provide assistance/guidance with data analysis.		
We have discussed intellectual property issues that may arise in the course of my thesis project and afterward, e.g., requirements for authorship on publications (should any result from my thesis research), order of authorship, ownership of data/results, etc.		
We have discussed what constitutes academic and non-academic misconduct, and their consequences. For example, plagiarism or misrepresentation of data in course work, presentations, thesis proposal, publications or thesis is considered academic misconduct. Students and supervisors are expected to be fully familiar with misconduct regulations as listed in the University Calendar.		

Signatures:

Student \_\_\_\_\_ Supervisor \_\_\_\_\_

Print Name:

Student \_\_\_\_\_ Supervisor \_\_\_\_\_

Date \_\_\_\_\_

\*adapted from the University of Calgary Faculty of Graduate Studies Checklist of Expectations for GRADUATE STUDENT and SUPERVISOR