

Student and Major Advisor Agreement

This form must be submitted by the faculty advisor.

Purpose: All students in the Computing PhD Program must select a major advisor prior to the end of their first semester of the program. This agreement remains in effect until it is either canceled, updated, or the student completes the degree.

Instructions: Faculty should complete this form while meeting with their student. Section 2 of this form is a checklist that provides topics for discussion that help to clarify the expectations and responsibilities of the graduate student and the major advisor. The program recommends that the student and faculty keep their own written notes on what is agreed upon.

Upon submission: Students will be e-mailed a copy of this agreement and asked to approve it digitally. Once approved by the student the final copy will be sent to program staff for review and processing.

* Required

1. Email address *

2. Advisor Name *

3. Advisor Department *

4. Student Name *

5. Student Email Address *

The student will receive a copy of this form to review and certify their agreement.

6. Student's Area of Emphasis *

Mark only one oval.

- Computational Science and Engineering
- Computer Science
- Cyber Security
- Data Science

**Discussion
Checklist**

This checklist provides topics for discussion that help to clarify expectations and responsibilities of the graduate student and the major advisor. The program recommends that the student and faculty keep their own written notes on what is agreed upon.

7. Discuss plans and initial timeline of expected research project(s). *

Mark only one oval.

- Discussed
- Not Discussed

8. Required coursework, degree plan, and timeline for degree completion. *

Mark only one oval.

- Discussed
- Not Discussed

9. Meetings – how often and subject. (advising, research work, lab group meetings etc.) *

Mark only one oval.

- Discussed
 Not Discussed

10. Lab rules and expectations. *

Mark only one oval.

- Discussed
 Not Discussed

11. How to approach a situation where there might be conflict or disagreement between the student and the advisor. *

Mark only one oval.

- Discussed
 Not Discussed

12. Expected turnaround time for editorial feedback and revisions of work. (e.g., class projects, proposals, dissertation drafts, publications.) *

Mark only one oval.

- Discussed
 Not Discussed

13. The importance of the student acquiring professional skills for their future career, and responsibilities of the student and those of the advisor. *

Mark only one oval.

- Discussed
 Not Discussed

14. Opportunities to attend regional, national or international conferences, including the opportunity to present, and available travel funds. *

Mark only one oval.

- Discussed
 Not Discussed

15. Funding – Assistantship/external fellowship, self-funded *

Mark only one oval.

- Discussed
 Not Discussed

Funding Agreement

Students and faculty must have a clear understanding of how a student's graduate program will be funded through to graduation. The Computing PhD program will only approve an advisor taking on a student if funding expectations are clear and agreed upon.

16. Select how the student will be funded: *

Mark only one oval.

- I, the advisor, will submit a funding plan for the student's duration of study.
Skip to section 5 (Advisor Funding)
- The student will be responsible for their own funding. *Skip to question 17*

Student
Self
Funding

You have indicated that the student will accept responsibility for funding their degree through to graduation. Upon submitting, the student will receive a copy of this form to review and acknowledge. Once the student submits their acknowledgment program staff will receive a copy and will change the student's advisor in peoplesoft.

17. Please explain how the student will self-fund: *

Eg: They are working full time and their employer will pay their tuition. OR The student has secured an external fellowship for the duration of study.

Advisor
Funding

You have indicated that you will make every effort to secure funding to support the student through to graduation.

Upon submitting, you must complete the detailed funding plan, and the student will receive a copy of this advising agreement to review and acknowledge. Please submit the funding plan within 2 weeks of submitting this agreement.

The program co-directors will review this advising agreement and your funding plan. Funding plans must be approved before you are assigned as the student's advisor in peoplesoft.

Visit this link to download the funding plan form:

<https://sites.google.com/a/boisestate.edu/phd-in-computing/advising-and-funding?authuser=0>

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