To Grad Student:

From Faculty Advisor:

Semester and Year:

**Summary of Student’s Objectives for the Semester**

*[Insert a short description of the grad student’s academic objectives for the semester.]*

Example: Continue experiments to characterize the physical and optical properties of fibers used for basket weaving (question #2); prepare first draft of first manuscript #1; revise research proposal for question #3; submit poster abstract for basket weaving conference next spring; submit NSF fellowship.

**Work Expectations**

*[Insert your expectations for the grad student’s work practices this semester, including but not limited to working hours, work days, time off, participation in meetings and journal clubs, submission of status reports, and scholarly activities such as reading literature, writing, and participating in seminars.]*

Example:

* Participate in scheduled one-on-one meetings weekly
* Submit weekly status report one day prior to weekly meeting
* Participate in weekly group meetings
* Spend at least 35 hours each week in the lab, except for the week prior to and after New Year Day. I expect to see you in the lab at least five days a week on average.
* Spend 10-20 hours each week on literature review and preparation of manuscript #1.
* Attend seminars that are relevant to the general fields of basket weaving and fiber science. I expect you to attend at least half of the seminars in the fiber science series.

**Specific Milestones with Dates**

*[Insert specific tasks, milestones, or deliverables with dates.]*

Example:

* Manuscript #1:
  + Oct 15: Submit complete draft, with well-developed literature review, methods, and results.
  + Nov 15: Submit complete draft. All sections should now be well developed.
  + Dec 15: Complete manuscript and begin submitting for publication.
* Question #2:
  + Submit weekly progress reports.
* Question #3:
  + Oct 1: Contact committee members to schedule meeting.
  + Oct 1: Submit draft preliminary data and revised research proposal to me.
  + Dec 15: Have completed the committee meeting and revised research proposal.
* Poster:
  + Submit draft at least two weeks ahead of time to me.
  + Submit abstract by Nov 1 deadline.
* Fellowships:
  + Submit all drafts to me at least two weeks ahead of deadline.