

Student and Major Advisor Agreement

All students in the Computing PhD Program must select a major advisor prior to the end of their first semester of the program. Student/Advisor relationships are made official by completing this agreement and submitting it to the Program Administrator. This agreement remains in effect until it is either canceled, updated, or the student completes the degree.

Students requesting to change advisors must complete a new form with their new advisor.

Graduate Student Information

Name: _____

Emphasis: _____

Email: _____

ID#: _____

Major Advisor Information

Name: _____

Title: _____

Department: _____

ID#: _____

Graduate Student Agreement

I _____ acknowledge that I am responsible for the successful completion of my degree. I understand that it is my responsibility to schedule regular meetings with my advisor and communicate with them when I need guidance or feedback on my research work. By signing below, I certify that I have reviewed the [Computing PhD Student Handbook](#) and reviewed the attached Discussion Checklist with my advisor.

Major Advisor Agreement

I _____ agree to mentor the above student and serve as the chair of their committee for the duration of their degree program. By signing below I certify that I have reviewed the Computing PhD Student Handbook and completed the attached Discussion Checklist with the student.

Funding Agreement

Funding of graduates students is a shared responsibility of the student, major advisor, and university. Support from major advisors typically includes providing salary, tuition, fees, and insurance through research grants.

- I _____ (advisor) will make every effort to secure funding to support the student as outlined in the funding plan. *If the advisor agrees to secure funding they will be asked to complete a funding plan for the student.*

OR

- I _____ (student) understand that I am responsible for my own funding.

Submit the completed copy of this form, the discussion checklist, and funding plan to the Program Administrator. Once approved, the form will be kept on file and the student's major advisor will be updated in Boise State's Student Record System.

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.

Please discuss the items below, initial each item:

| Student | Advisor | Discussion Topic |
|---------|---------|--|
| | | Discuss plans and initial timeline of expected research project(s). |
| | | Required coursework, degree plan, and timeline for degree completion. |
| | | Meetings – how often and subject. (advising, research work, lab group meetings etc.) |
| | | Lab rules and expectations. |
| | | How to approach a situation where there might be conflict or disagreement between the student and the advisor. |
| | | Expected turnaround time for editorial feedback and revisions of work. (e.g., class projects, proposals, dissertation drafts, publications.) |
| | | The importance of the student acquiring professional skills for their future career, and responsibilities of the student and those of the advisor. |
| | | Opportunities to attend regional, national or international conferences, including the opportunity to present, and available travel funds. |
| | | Funding – Assistantship/external fellowship, self-funded |

Signatures

Student:

Date:

Major Advisor:

Date:

Co-Director:

Date:

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