Groundwork Form

This form is intended to help guide a discussion between you and your supervisor. This discussion should set the groundwork of basic expectations, responsibilities, and timelines, so you both know what to expect from each other during your dissertation.

The pink highlight is what you should try to fill out ahead of our first meeting. The blue highlight is what we’ll decide/discuss together when we meet.

Aims and Goals of the Project

## What does the project look like? What will you be expected to do? What do you need to learn? What time or money commitments are involved? What are the important hypotheses, ethical considerations, and/or expected findings/benefits?

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What do you want out of your project?

Do you just want to get through the project and pass? Do you want to try research to see if you like it? Do you love this topic and intend to carry on researching it? Why did you choose this topic?

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What does your supervisor want out of your project?

Is the project something that they have personal interest or experience in? What do they find most intriguing about it? Are they interested in doing more research in this area?

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Deadlines

**Ethics application due** (Thursday Week 8) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Final project due** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are the other major deadlines throughout the project? Are there significant portions of time when you and/or your supervisor will be away or otherwise unavailable?

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Responsibilities

Discuss what you will each be responsible for. Possible duties to allocate include: background research, designing or preparing testing materials, preparing and submitting the ethics application, recruiting and testing participants, cleaning and analyzing the data, and writing and editing the final report.

## Student’s Responsibilities:

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## Supervisor’s Responsibilities:

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## Shared Responsibilities:

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Contact

## Communicating

What is the best way for your supervisor to contact *you*? When? How often do you check your phone/email?

**How** does your supervisor prefer to be contacted? (Check/circle)

Email Phone Office hours Individual appointment Drop-in

**When** does your supervisor prefer to be contacted? (During/outside work hours, weekdays/weekends) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Why** should you (or should you not) contact your supervisor? (See “Responsibilities”, above)

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## Responses and Turnaround Time

Within what time period will your supervisor usually respond to contact from you (as agreed above)?

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Within what time period will **you** usually respond to contact from your supervisor (as agreed above)?

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How long will it take your supervisor to mark a section or draft?

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Meetings

Does your supervisor want to set a regular meeting or plan one as necessary? How long will these meetings take? What should you prepare, bring, and/or contribute to a meeting?

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Feedback

Discuss feedback style with your supervisor for drafts and materials. Are they very particular about grammar and style, and will make many small edits? Do they rewrite sections themselves? Do they give general feedback and comments? Is there anything they want you to take particular care over?

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Discuss the kind of feedback you would like from your supervisor. What would you like guidance on? What types of feedback are particularly helpful (or unhelpful) for you?

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Personal Issues and Concerns

If you feel comfortable, you can mention any particular issues that you feel may impact you or your progress. For example, you could let you supervisor know of any Student Support-registered issues, mental or physical health issues, or anxieties or worries that you have about the project.

This is **entirely optional.** If you don’t feel comfortable doing this now, you can always speak to your supervisor about these things another day as well.

Any other questions or issues?

What else would you like to discuss? This is a good time to start getting your project going!

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Record contact on Sussex Direct

Write a record of the outcomes of all meetings on Sussex Direct, using the contact record form. Your supervisor will see it, and it will help you both remember what you have discussed and agreed to.