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| --- | --- | --- | --- | --- |
|  | **Research Experience** | **Knowledge in Research Area** | **Professional Skills**  (e.g. Oral and written communications) |  |
| **Current Profile** |  |  |  |  |
| **Short Term goals**  (semester) |  |  |  |  |
| **Long Term goals**  (career or next step in studies) |  |  |  |  |
| **Action Plan**  (what we’ll do this semester to support these goals) |  |  |  |  |

**Questions for your first meeting of the semester:**

1. How often will you meet during the semester? What are your expectations for those meetings (e.g. does the student need to prepare anything)?

1. What is the protocol for communication between meetings?
2. What are your SMART goals for this semester? (SMART: Specific, Measurable, Attainable, Relevant, Time-bound)
3. When will you check in on progress toward goals? (might be weekly or even daily for an undergraduate or high school student)
4. When and how will you give feedback on your student’s work?
5. What upcoming opportunities for engagement with your research group or department is your student required or invited to attend (e.g. lab meetings, seminars, group lunches, etc.)?
6. What additional expectations do you have for your student? (e.g. proficiency with certain protocols, required RCR training, safety trainings/procedures; what student should do when there is “down” time; attendance at group meetings, etc.)