

**Template for the “Supervision Letter of Understanding,” between  
M.Sc Students and their Advisor(s)**

**School of Computer Science, McGill University**

Name of Student: Michael Haaf

Name of Advisor(s): Morgan Sonderegger

For each topic below, the student should include a summary of the outcome of the discussion. The final letter should be signed by both the student and the advisors(s) and uploaded by the student to *MyProgress*. It is understood that all of these issues can be reassessed each year at the student and/or advisors discretion.

A meeting between the student and advisor took place on **January 31, 2022** to discuss the following topics. We summarize the outcomes for each topic below:

**1) Timeline for course completion**

What particular courses do I need to take and by when? How many courses do I need to take each semester?

**Summary:**

N/A, course requirements completed.

**2) Meetings**

How often shall we meet during the first year and how will this change during the course of my degree? Is there a preference for scheduled meetings or can I drop by when needed?

**Summary:**

Lab stand-up meetings on Mondays and Thursdays; additional 1:1 meetings on need basis.

**3) Lab, and Lab Meetings**

What are the expectations regarding the lab? Do grad students normally have to work in the lab? Do they work individually or in teams?

**Summary:**

Aforementioned biweekly stand-up meetings; students project work individual in a context where the lab collaboratives on collective research goals using common tools, requiring some collaborative troubleshooting/work.

**4) Time allocation to working and vacations**

**Summary:**

Vacation: N/A

Capstone: 15-20 hr/week

Research Assistantship: 10 hr/week

**5) Determination of research topic**

Can we define a timeline and approach?

**Summary:**

Timeline: Monthly goals/deliverables (Feb 1, March 1, April 1); capstone project work complete by **May 1 2022**.

Approach: Monthly goals/final deliverable defined in Progress Report document.

**6) TAing and teaching**

What are the student's teaching expectations?

**Summary:**

Winter 2022: 90 hr term (5hr per week), COMP 424

**7) Applications for external funding**

What expectations are there for the student applying to bursaries, fellowships, etc?

**Summary:**

None

**8) Conferences, workshops, and summer schools**

What opportunities are there and how will we proceed?

**Summary:**

TBD

**9) Seminar and Colloquium Participation**

What are the expectations?

**Summary:**

TBD

10) **Feedback from the advisor**

What are the expectations surrounding feedback on thesis chapter submissions and research articles?

**Summary:**

Course-based project where deliverables are a Report, code, and public tutorials.

- 1 week for feedback on short written work (constituting report)
- In general: budget 1-2 rounds of feedback before written work (= report, tutorials) are “final”.
- consult on Slack for v. short questions i

11) **Publications**

What are the expectations surrounding research articles? Are they expected to be completed and submitted before the thesis?

**Summary:**

N/A

12) **What happens should problems arise?**

We understand that any important issues that arise throughout the course of the degree be addressed first by the student and the advisor. In cases where the student still feels certain issues have not been addressed, they **will and should talk privately with the GPD**.

**Summary:**

For problems that cannot be addressed first by the student and the advisor, they will and should be addressed by the GPD.

13) **How will sabbatical leaves be handled?**

**Summary:**

N/A

14) **Part/Full Time Jobs, summer internships.**

**Summary:**

Aforementioned part-time RA work in MCQLL lab during project supervision.

15) **Living in another city (remote supervision).** Is that a possibility for some parts of the duration of the studies?

**Summary:**

N/A

**Student's signature:** \_\_\_\_\_

**Supervisor's signature:** \_\_\_\_\_

**Date: January 31, 2022**