

# Department of Curriculum and Pedagogy

## **Assignment / Selection Of Pro-Tem Advisor And Supervisor**

When a student is admitted to a program, a pro-tem advisor is assigned to assist in helping a student in the early months of their program and supporting them in planning a program of studies during their first year. The pro-tem advisor is a faculty member who has made a preliminary commitment to the student's program and has been approved by the Graduate Advisory Committee.

### **Ph.D. Program**

Normally within the first two years of the program, the student decides on a permanent advisor, known as their Ph.D. supervisor, for their doctoral studies. Students may wish to approach specific faculty members with requests to be their pro-tem advisor or supervisor prior to or during their program, communicating changes to the Department's Graduate Coordinator at any point before or when an agreement is reached. In a doctoral program it is the student's responsibility, in consultation with faculty members, to decide upon a Ph.D. supervisor with whom they can work constructively and from whose scholarship they can learn a great deal.

The Ph.D. supervisor is responsible for ensuring that the program is conducted in accordance with all University regulations. The supervisor plays a major role in designing a graduate program and research with the student, selecting a suitable supervisory committee, writing letters of support on the student's behalf, and identifying sources of funding, as well as in serving as one of the student's examiners in the comprehensive examinations and dissertation defense.

### **Masters Program**

New masters students should contact their pro-tem advisor and arrange for a meeting soon after being admitted to a program. A "Program Planning Form for M.A. / M.Ed Students" should be completed, reviewed and updated frequently. The plan should outline required and elective courses to be taken and a timeline for thesis or graduating project completion. The student and advisor should hold regular meetings as appropriate.

The pro-tem advisor may become the student's supervisor for the duration of the program, including the thesis research. If a student wishes to change pro-tem advisors or supervisors, such a change should be made as early as possible in the program. When a student changes pro-tem advisors or supervisors, he/she should complete the "Change of Advisor Form" available from the Graduate Secretary. In agreeing to serve as advisor for a graduate student, the faculty member is making the commitment to assist that student in completing all of the requirements for the degree. Students are advised therefore to select their research topics and supervisors with care.