**Developing Shared Expectations: Prospectus Meeting**

Student Form: To be circulated *with responses* by the student to all committee members **at least one week** before the Prospectus Meeting. The goal of your answers is to facilitate a conversation at the Prospectus Meeting.

Name:

Please respond to each prompt in a sentence or brief paragraph.

I. Communication and meetings

1. How often do you think it would be useful for you to meet with your advisor as you are writing your dissertation?
2. How often do you think it would be useful for you to meet with individual committee members as you are writing your dissertation?
3. Are there specific areas of the dissertation in which you feel particular committee members might be especially helpful?
4. Do you prefer to have a standing meeting or check-in time with your advisor or reach out when you require a meeting?
5. Do you prefer to have a standing meeting or check-in time with each committee member or reach out when you require a meeting?
6. What is the best way to reach you? What is a reasonable amount of time in which to expect an email response from you?

II. Writing and Feedback

1. How often do you think it would be useful for you to submit writing to your advisor for feedback? (e.g. When an entire chapter is drafted, when a section of a chapter or certain number of pages are completed, at the beginning of each month.)
2. How often do you think it would be useful for you to submit writing to individual committee members for feedback?
3. What kind of feedback do you generally find most helpful?
4. In what format do you prefer to receive feedback? (e.g. written comments, audio file, face-to-face conversation, written feedback with a follow-up meeting for questions)

III. Projects:

Aside from preparing for your comprehensive exams and prospectus, do you have any special projects in which your advisor or committee members could support you? Be as specific as possible. (e.g. “I would like to revise x seminar paper to submit for publication,” “I would like to apply for x fellowship or award,” “I would like to present at x national conference.”)

IV. What specific challenges do you anticipate encountering as you write your dissertation?

V. What can your advisor and committee members do to support you in overcoming these

 challenges?

VI. What are your professional goals after graduate school?

Following the Prospectus Meeting, the advisor should collect all forms (from committee members and the student) electronically and circulate them to all committee members and the student.

Forms must also be submitted to Vickie with the Dissertation Prospectus Approval Form.