**Developing Shared Expectations: Qualifying Exam**

Faculty Form: To be filled out by each faculty member *after reading the student’s form* and brought to the Qualifying Exam for discussion. Please respond in a sentence or short paragraph, as appropriate. The goal of your responses is to facilitate a conversation at the Qualifying Exam.

Name:

Role on Committee: Advisor/Committee Member/Outside Member

1. Communication and Meetings
2. How often do you think it would be useful to meet with the student over the next year or two?
3. Would you prefer to have a standing meeting or check-in time or have the student reach out to you (or vice versa) when a meeting is needed?
4. What should the student do to prepare for a meeting with you?
5. What is the best way for the student to set up a meeting with you? (Please be specific, e.g. come during office hours, email to set up an appointment, etc.)
6. What is a reasonable timeframe in which the student may expect an email response from you?
7. Projects and Professionalization
8. Aside from preparing for the comprehensive and prospectus exams, are there professionalization goals you would recommend for this student? (e.g. Revise a seminar paper for publication, attend a national conference, apply for a fellowship).
9. In what ways do you see yourself supporting the student in these goals? (e.g. Reading an abstract, application, or article draft; recommending conferences, fellowships, or panels, listening to a practice conference presentation)
10. In what ways do you see your advising style, expertise and experience supporting the goals of this student? Where do your interests overlap and what is new territory for you?

Following the Qualifying Exam, 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 D-1 Form.