Building a Framework for Academic Advising in the GTU Doctoral Program

Recent studies of doctoral student success point to the importance of motivation, enhanced by the support provided by an advisor (as well as other faculty and doctoral student colleagues). Given the importance of this relationship, clarity from the beginning is key.

Establishing parameters early in the advisor-advisee relationship can help to reduce misunderstanding and miscommunication and to build accountability into the relationship.

Policies and Procedures
- Advisors and students should be familiar with the GTU Doctoral Program Handbook, which outlines policies related to academic progress, affairs and conduct.
- The Handbook includes milestones and deadlines, curricular requirements, rules of conduct, and procedures for adjudicating conflicts or differences.
- The handbook and other resources can be accessed in the Student section of the GTU website: [https://www.gtu.edu/students/academic-milestones](https://www.gtu.edu/students/academic-milestones)

Goals
- The student should develop and share with the advisor a plan that includes short-term and long-term goals. A sample plan and blank form are available on the GTU website.
  - The plan should include timeframes for meeting these goals.
  - The plan must adhere to all GTU doctoral program requirements and deadlines.
- The advisor should provide feedback on the plan and work with students, as necessary, to revise. [https://www.gtu.edu/sites/default/files/users/studentaffairs/mapping_your_doctoral_career.pdf](https://www.gtu.edu/sites/default/files/users/studentaffairs/mapping_your_doctoral_career.pdf)

Meetings and Communication
- The advisor creates a strong foundation by establishing meeting and communication parameters. It serves both parties to make agreements for working together. It is important that the advisor discuss the following with students:
  - How often can you meet with your student to discuss progress?
  - Typically, what is the best way to reach you?
  - If questions or problems arise, what is the best way for the student to contact you to ensure a timely response?
- It is the student’s responsibility to arrange and be prepared for meetings.
- Students should reach out to the advisor – in a timely manner - when issues arise. Always be in communication.
- The advisor should respond to the student in a timely manner.

Assessment and Feedback
- The advisor should discuss with the student how often he/she will receive feedback on drafts, progress against objectives, and other matters. As always, timeliness is important.
- While responsiveness can vary by faculty and circumstance, it is recommended that students receive feedback on submitted work within two weeks, ideally, and within one month, at the latest.