**Letter of Understanding**

Department of Kinesiology and Physical Education

To establish clear expectations in the student-supervisor relationships and promote a positive and mutually beneficial relationship, this letter of understanding outlines key topics that supervisors and students need to discuss within the first two (2) months of the supervisory relationship. Students and supervisors can discuss and document additional topics if deemed necessary.

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| **1. Supervisory meetings (e.g., frequency, length of meetings)** |
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| **2. Communication between meetings (e.g., type of communication, frequency, expected response time, etc)** |
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| **3. Feedback expectations (e.g., turn around of feedback, how often will feedback be provided, method to submit feedback, etc)** |
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| **4. Student funding (e.g., stipends, RAships, conference funding, expectation on scholarship applications)** |
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| **5. Research responsibilities/etiquette (e.g., hours in lab, etiquette, collegiality, vacations, training requirements)** |
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| **6. Authorship policies (e.g., authorships for thesis papers, for work on other projects, etc).** |
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| **7. Other topics.** |
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**Signatures**

The student and supervisor mutually agree to work collaboratively. They both the expectations of the student-supervisor relationship.

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Supervisor Name Supervisor Signature Date

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Student Name Student Signature Date