Student Success: Supervisory Committee Selection and the Student-Advisor/Committee Relationship

Dr. Carol Shanklin, Graduate School Dean
Dr. Michael Herman, Graduate School Associate Dean
Role of the Supervisory Committee

- Work with student to plan the program of study
- Serve as a resource to the student during the development of the thesis/dissertation project.
- Advise the student with degree requirements and professional development
- Administer the preliminary examination (doctoral students)
- Administer final exam or evaluate culminating experience
Role of the Supervisory Committee

- Ensure University regulations/program requirements are met
- Ensure the student’s program is of high quality
- Responsible for ensuring that no conflicts of interest exist
  - Conflicts of interest to be avoided include those that may arise from personal or professional relationships between committee members, committee members and the student, with funding sources, and with any other stakeholders
Forming a Supervisory Committee

• When to Form
  – By the time nine hours of coursework are completed or before end of second semester

• Graduate School requirements and guidelines
  – Masters
    • Supervisory committee consists of major professor and at least two other graduate faculty members
  – Doctoral
    • Supervisory committee consists of major professor (certified member of graduate faculty) and at least three other graduate faculty members, one of which must be a faculty member from outside the major professor's department
  – Check with major prof. or dept. head regarding departmental/program requirements
Forming a Supervisory Committee

• Doctoral Committees – Outside Chairperson
  – Appointed by Graduate School Dean after student passes preliminary exam and is admitted to candidacy
  – Serves as representative of the Graduate School
  – Should be contacted at the beginning of the semester a student plans to graduate and consulted at the same time as committee regarding defense dates
Forming a Supervisory Committee

• Doctoral Committees – Outside Chairperson (con’t)
  – Responsible for conducting final exam in orderly manner
  – Has the right and responsibility to evaluate candidate's performance and to cast a vote
  – Responsible for returning signed final exam ballot to the Graduate School
  – Does not sign the ETDR ballot
Forming Your Supervisory Committee

• Work with major professor to select a committee that supports your goals and facilitates success
  – Committee members should have expertise different than that of your major professor and that can contribute to your program of study and research area
  – “Do I approach graduate faculty to serve on my committee, or is this handled by my major professor?”
Interacting with Supervisory Committee

• Meet with committee to discuss program of study
• Communicate with committee members regularly to keep them informed of degree progress
• Seek advice, use expertise within your committee to facilitate success in your research/scholarly work
• Follow departmental/program requirements for presenting proposal of thesis, dissertation, or report (if applicable) to committee
Program of Study

• Formal list of courses student will take to fulfill degree requirements
• Should consist solely of courses directly related to master’s/doctorate
• Should be prepared in consultation with the supervisory committee
• Must be approved by dept. head or graduate program director
• Submit to Graduate School before the end of second semester
• Changes require approval of supervisory committee, and Program/Committee Change form must be submitted to the Graduate School after the change has been implemented
• Forms available on Graduate School website under “Current Students”
  http://www.k-state.edu/grad/students/
PROGRAM OF STUDY: MASTER’S

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Semester Taken</th>
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Review instructions on page 2 prior to completing.

Total KSU credits ___

Transfer Credit(s) - Indicate when transfer courses and/or degree work will be completed. Official transcript required.

Total transfer credits ___

Supervisory Committee

The signatures below signify agreement between the student and the Supervisory Committee for composition of the program of study, approval by the graduate program, and approval by the Dean of the Graduate School.

<table>
<thead>
<tr>
<th>Names &amp; Dates (applied)</th>
<th>Signatures</th>
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<tbody>
<tr>
<td>Student</td>
<td>Student</td>
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<tr>
<td>Major Professor</td>
<td>Major Professor</td>
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<td>Supervisory Committee Member</td>
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<td>Supervisory Committee Member</td>
<td>Supervisory Committee Member</td>
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<tr>
<td>Dept Head / Graduate Program Director</td>
<td>Dept Head / Graduate Program Director</td>
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Dean of the Graduate School (Signature):

RESEARCH APPROVAL

Review and approval by a federally mandated Compliance Committee is required for all research activities that involve the use of subjects or materials as listed below. Please indicate if your research involves any of these and the Compliance Committee’s approval number. If you have not yet received approval, you must do so before beginning any research activities. The Compliance Office is located in Room 203 Fairchild Hall. Information is available at: http://www.ksu.edu/research/compliance/

Does your program involve:

- Yes No Human Subjects (Institutional Review Board) IRB# ___
- Yes No Radioactive Materials (Radiation Safety Committee) ___
- Yes No Live vertebrates (Institutional Animal Care and Use Committee) IACUC# ___
- Yes No Biohazards including recombinant DNA and infectious Agents (Institutional Biosafety Committee) IBCL# ___

INSTRUCTIONS

A full-time student must file a program before the end of the second semester of graduate study, and part-time students must do so upon completion of 9 credit hours. If courses have already been taken, department codes, course numbers, course names, credits earned, and the semesters taken should be listed on the program of study as they appear on the transcript(s). Master’s research hours should be listed on one line with the total sum of credits. Do not include course work earned more than six years prior to the semester this program is submitted.

SUBMISSION

Form to be submitted to the Dean of the Graduate School, 103 Fairchild Hall.
Master’s Program of Study Requirements

• Requires a minimum of 30 hours; Some programs require additional hours
• List course information exactly as it appears on the transcript. Credits earned more than six years prior to semester in which program of study is approved cannot be accepted. List research hours as a total.
• Master’s report option, complete a maximum of two hours of report credit
  Master’s thesis option, complete six to eight research hours
• No course in the student's major area may be at the 500 level; use of 500-level supporting courses, restricted to 6 hours
Master’s Program of Study Requirements

• No more than 3 hours in problems or other individualized courses in a 30-hour program, or no more than 6 hours in program of more than 30 hours
• Courses designated as deficiencies at time of admission cannot be used as part of program of study
• At least 18 hours at the 700-level or above, which includes research hours required by the thesis and report options
• Ten hours of graduate coursework may be transferred from accredited university, if coursework was not part of another degree and is approved for inclusion
Doctoral Program of Study Requirements

• Minimum of 90 hours required for PhD, including research hours
• Minimum of 94 hours for EdD, including research hours
• Fifteen hours should be at the 800-level or above, in addition to doctoral research credit hours
• List course information exactly as it appears on the transcript. List research hours as a total.
• Maximum 6 hours 500-level course work (outside the major field of study), beyond those from master’s no more than 12 hours 500-level coursework for students who bypass the master's degree
Doctoral Program of Study Requirements

• Only 6 hours of problems or other individualized study (such as Readings) may be applied
• Courses designated as deficiencies at time of admission cannot be used
• A maximum of 30 hours from a master's degree may be used on a doctoral degree
• If a master's was not earned, 10 hours of master's or doctoral work taken elsewhere may be transferred
• If degree requirements are not completed within five years after taking prelim exam, the student may be dropped from candidacy.
Can My Committee Members Change?

• Changes must be approved by Graduate School
  – Submit Program of Study/Committee Change form
    • Approved and signed by all committee members and dept. head or graduate program director
• Reasons for changes
  – Committee member leaves K-State
  – Change in research or scholarly topic
  – Changes in personal/professional relationship
Keys to a Successful Relationship

• Exceptional communication
• Setting clear expectations
  – Should be in writing
  – Should be monitored and followed up with frequently
  – Program may have semester or annual performance review of graduate students
  – Ask for feedback from your mentor and department head or graduate program director
Effective Committee Should Promote

• Successful degree completion within a reasonable amount of time
• Excitement about your discipline and the discovery of knowledge or exploration of new ideas, approaches, etc.
• Professional preparedness for the challenges of new career opportunities
Contact the Graduate School or Visit Us in 103 Fairchild Hall

• Degree Specialists
  – Angie Pfizenmaier (akt@ksu.edu)
    • Arts & Sciences, Veterinary Medicine
  – Lori Grelk (lmgrelk@ksu.edu)
    • Education, Human Ecology
  – Laura Murphy (larbar@ksu.edu)
    • Agriculture, Architecture, Business Administration, Engineering, Masters of Technology, Public Administration, Public Health, Fine Arts