

FREE TEMPLATE RESOURCE
Advisee Communication Checklist

THE

FINISH

SYSTEM

A Dissertation Chair's Guide to Supporting
Doctoral Students **From Start to Defense**



DR. RAMON GOINGS



ADVISEE COMMUNICATION CHECKLIST



It is my honor and pleasure to provide you access to this resource to help you implement your FINISH System. If I can be of support to you and/or your faculty and student colleagues let's please stay in touch. You can email me at ramon@thedonedissertation.com.

Sincerely,

Dr. Ramon Goings

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ADVISEE COMMUNICATION CHECKLIST

Use the questions below as a starting point to engage in conversation with your advisees about expectations around communication.

- Describe your preferred communication method to your advisee.
- Discuss timeframe(s) in which an advisee should email if you've been unresponsive.
- Discuss your turnaround time on feedback. Note times of the year that you may experience delays.
- Outline what types of conversations you prefer over email and what requires a verbal conversation.
- Outline what will be your typical meeting cadence.
- Discuss when you will be busiest this semester and how that may impact any of the above items.