

**Doctor of Public Health Program
DrPH Student-Supervisor Conversation**

All DrPH students and their supervisors must complete this form at a meeting with the DrPH Program Director. The signatures of the student and supervisor indicate that they have discussed the issues listed herein. A copy of the signed checklist will be kept in the student's file.

Note that this document is based substantially on the material contained in the [SGS Supervision Guidelines for Students](#).

Date	
Student Name	
Student Number	
Supervisor Name	

I. Applied Research Project (State specific aim, or if not, finalized several public health issues to be addressed.)

II. Title of Dissertation (if known; otherwise, topic to be addressed in the Student's dissertation):

Signatures

Our signatures confirm our review of and agreement on the checklists, for supervisors and for students, which follow on the next two pages.

Student

Date

Supervisor

Date

Checklist for Supervisors: Roles and Responsibilities

- All supervisors are expected to have good knowledge of the DrPH Program, and its nature as a professional doctorate.

To establish a collegial environment, I will:

- Create a positive work and learning environment free from discrimination and harassment
- Align with student professional responsibilities and how these will be balanced with the academic requirements for the degree.
- Provide advice on professional development and both academic and non-academic career opportunities
- Be available to my student as the first point of contact for conflict resolution or during moments of transition.

I will undertake the following academic mentoring activities:

- Assist the student in navigating the program of study and the University community
- Assist the student about the requirements for the degree, policies of the University (such as the [Policy on Ethical Conduct in Research](#) and [Code of Behaviour on Academic Matters](#)) and School of Graduate Studies as well as resources and referrals to campus services
- Advise and approve, if appropriate, all aspects of the student's academic program including courses, comprehensive examinations, seminar attendance, dissertation proposal requirements, Research Ethics Board approval, departmental dissertation defense prior to the SGS Final Oral Examination
- Help the student formulate an appropriate Applied Research Project.
- Help the student formulate an appropriate dissertation project. Discuss the required knowledge and skills to undertake the desired research program, the expected time to completion and the expected level of independence
- Assist the student in selecting the supervisory committee, and in ensuring that the committee members provide constructive and timely input into the research proposal and conduct

- Meet regularly to provide constructive input into the student's research project and provide an assessment of the student's progress.
- Provide timely and constructive feedback on all written documents relevant to the dissertation research
- Provide timely references, both during the program and after degree completion
- Assist the student with professional networking both during the program and after degree completion
- Discuss issues of authorship and intellectual property early in the student's program, referring to the [SGS Intellectual Property Guidelines for Graduate Students and Supervisors](#) and the [SGS Intellectual Property Awareness Form](#)

I have discussed funding issues with my student including:

- Discuss potential sources of funding as appropriate.
- Assistance with the preparation of applications for external funding, including personnel awards and research operating grants
- Assistance with the acquisition of research and study space

I have discussed the academic program with my student including:

- How and when the supervisory committee will be formed
- My role in selecting appropriate and eligible members
- The role of the supervisory committee
- Ensuring that the supervisory committee meets a minimum of once per year to assess the progress of the student
- The frequency, length, and format of individual and/or group meetings, including the preferred method of communication and timelines for feedback
- Roles and responsibilities of others involved in the student's research program (e.g., data managers, and fellow students)
- Expectations for students' professional work schedule and commitments.
- Understanding of in-person ("Burst Week") Requirements.

- How I will develop a plan of continuity of supervision during any of my extended absences (i.e., sabbatical, parental leave, research leave, conference travel) or absences of others who may be critically involved in the student's research
- How we will select reviewers for the proposal defense, the departmental dissertation defense, and the SGS Final Oral Examination
- I have discussed funding issues with my student considerate of the professional nature of the program.
- I will assist in identifying external funding opportunities as appropriate and will assist the student in the preparation of any applications for funding.

Checklist for Students: Role and Responsibilities

All DrPH. students are expected to have good knowledge of the Professional Doctorate Degree Program and its requirements and timelines and to maintain Good Academic Standing.

- I chose my supervisor (or agreed to the choice) after an appropriate review of supervisor options

I have had sufficient initial meetings with my supervisor and have discussed:

- Potential or actual dissertation topic
- Funding, if appropriate
- Applying for scholarships and awards
- Expected hours of work
- Timelines and major program milestones, including anticipated completion time
- When and how the supervisory committee will be chosen
- Nature of guidance from the supervisor, and the supervisory committee
- Nature of the involvement of the supervisory committee members
- Frequency and style of meetings, both formal and informal
- Who arranges formal committee meetings
- Methods of informal communication
- Turnaround time for major questions, drafts of chapters of the dissertation, publications, conference presentations
- Intellectual property (IP) issues, including authorship on publications, conference presentations
- Other IP issues including industry involvement, publication embargoes, patents

I understand and have discussed with my supervisor my program requirements including:

- Required and elective courses
- Comprehensive examination

- Applied Research Project
- Dissertation research proposal – preparation and oral defense
- Research Ethics Board (REB) review
- Candidacy requirements and timeline
- Departmental defense of dissertation prior to SGS Final Oral Examination

