Worksheet: End-of-Term Meeting with your Advisor

The term has ended, grades are posted. Congratulations! Again, it is a valuable exercise to go over the results of the term with your advisor.

Research Summary:
1. Pull out your original list of research goals and the mid-term list of revised research goals.

2. If you met your revised goals, skip down to step 6, otherwise:

3. Why did you fall short? Did something different interfere with your research compared to the first half of the quarter? What?

4. What parts of your research need to be reorganized, rescheduled, or rethought?

5. List your updated research goals on a separate sheet of paper.

Teaching Summary:
6. What did you learn about your time-management “weaknesses” while teaching? Do you tend to over-respond to student requests? Work too hard to make the perfect activity? Write down your actual issues to help you remember to work on this next time you teach:

7. What did you learn about teaching that was valuable during the term? Write it down.

8. What did your research advisor do for you that helped you while you worked on both research and teaching? Write it down.

9. Create a new calendar for the next term. Pencil in your work toward your research.

10. Meet with your advisor and go over what you have learned about teaching, research and how to balance the two, and to discuss your research plans for the term ahead.