

## **Student-Advisor Check-in**

**Department of Art History and Archaeology, University of Maryland**

*\*Should be conducted at the beginning of each semester the student is enrolled in the program*

Student name:

Advisor name:

Year in program:

Funding status (and what remains):

Most recent benchmark (and date):

Upcoming benchmark (and date/deadline):

Expected date of graduation:

### **Looking back**

1. What requirements and benchmarks did I meet last semester?
2. What did I achieve in my professional development as an art historian, scholar, or teacher?
3. What areas do I need to work on and improve?
4. Did I fall behind? If so, how will I catch up?
5. How can I better meet my goals, as well as the expectations of my advisor and the department?

### **This semester**

1. What are my goals and priorities for this semester?
2. How will I spend my time?
3. What will I do to ensure I meet my upcoming benchmark(s)?
4. What will I do to improve areas of weakness?
5. What kind(s) of support will I need from my advisor?

### **Looking ahead**

1. What are my goals and priorities for the coming year? Two years?
2. What funding dates and deadlines do I need to watch out for?

*Consider:*

1. Future benchmarks
2. Summer—how to use towards meeting benchmarks and achieving professional goals
3. Grants and funding—prepare to apply about 1 year in advance of deadline (about 2 years before you need funding)
4. Committees (Thesis, Examinations, Dissertation Proposal, Dissertation)—contact faculty and submit written work far in advance according to agreed upon-schedule
5. Writing schedules for thesis and dissertation
6. Presentations and publications
7. Applying for jobs post-graduation
8. Developing a professional network
9. Seeking out support

**Plan of action—with advisor's approval**

*Describe your plan of action for this semester in detail, giving schedules and dates wherever appropriate. Describe your plan of action for the following year in more general terms.*

Student signature:

Advisor signature:

Date:

Date: