

# Quantitative Methods in Education (QME)

## Advising Philosophy

This document outlines the general expectations for advising within the Quantitative Methods in Education program. Please see your advisor for their specific approach to advising. Each student is assigned one (or more) faculty advisors upon admission to the QME track. Each student also has a backup advisor in the event the primary advisor is not available (e.g., sabbatical leave). These assignments are initially made based on the student's proposed area of emphasis and research interests as stated in their application or through personal visits, as well as faculty interest and availability. Students may change their advisor as they progress through their program.

### What can I expect from my advisor?

- Provide academic advising
- Monitor your progress toward degree (along with the DGS and DGS Administrative Assistant)
- Supervise your required research activities
- Evaluate your academic development through coursework, research, and other relevant experiences
- Give constructive feedback on your written work
- Recommend areas for improvement or supplemental learning
- Serve as primary contact between you and the track and department
- Provide notice of foreseeable challenges (e.g., funding, completion of milestones, appropriateness of proposed research)
- Provide candid letters of recommendation with sufficient notice (at least 2 weeks)

### How often do I need to meet with my advisor?

You are expected to meet individually with your advisor at a **minimum of once a semester** outside of any research group meetings. How often advisors expect to meet with you varies by advisor and student. This will also vary as you progress through your program.

## **How should I communicate with my advisor?**

There are many ways to communicate with your advisor: email, in-person meetings, and Google Hangout meetings to name a few.

## **When is my advisor available?**

Advisors commit to be available during the academic year (fall and spring semesters). Specific arrangements can be made to communicate regarding your research milestones over the summer months but such availability is on a case-by-case basis, infrequent, and not required. In the event of a leave (sabbatical or otherwise), your advisor will help identify an interim advisor, typically your backup advisor.

## **What does my advisor expect from me?**

- Be familiar with the QME Handbook—seek answers through the handbook before asking your advisor
- Follow through on any tasks, activities, or decisions that you and your advisor agreed to during an advising meeting
- Engage in intensive self-study of empirical, theoretical and conceptual literature in coursework, research, and relevant practical experience
- Make timely academic progress (complete both coursework and degree milestones in the time frame suggested in the QME Student Handbook and in consultation with your advisor based on your annual student progress review)
- Consult with your advisor before deviating from recommended course schedule and planned milestone timelines
- Provide intellectual leadership on the required research projects (identify topics, research questions, methods and analyses)
- Anticipate completing multiple drafts of any written work required to meet a degree milestone (e.g., pre-dissertation paper, written prelim paper, oral prelim paper, dissertation)
- Allow 2 weeks for each draft review
- Let your advisor know when additional supports are needed (e.g., referral for mental health services, writing consultation, funding)

- Seek advisor support and advice, as needed, when taking advantage of opportunities for presentations, publications, internships, graduate assistantships, consulting activities, or job positions related to your studies in QME

### **What should I expect during meetings with my advisor?**

- This is your time—plan and bring an agenda, and any other documentation for review, that will drive the meeting.
- Be prepared—if you do not have an agenda, offer to cancel the meeting.
- Take notes during the meeting and ask clarifying questions.
- After the meeting, send an email message to your advisor summarizing any decisions or agreements.

### **How is authorship determined?**

- Authorship on any joint research is granted according to APA guidelines (6th edition, pp. 18-19).
- Students are expected to be the first author for publications based on their master's and dissertation projects.
- Advisors are not expected to receive authorship on a student's master's and dissertation presentations or publications unless the advisor contributes substantially to the paper, per APA guidelines.
- All members of a research group should discuss authorship at the beginning of a project and as needed throughout, with the goal of consistency with APA guidelines.