

TO: Graduate Advisees
Senior Project and Wentz Advisees
Independent Study Advisees

FROM: Allen Finchum, PhD

SUBJECT: Personal Guidelines for Advisee Performance

DATE: 2 May 2003

If you have received this memo, then you have requested that I serve as chair for you on your MS/PhD Committee, or as the advisor for a Senior/Wentz Project, or an Independent Study Course (GEOG 4510, 4910 or 5510), and I have tentatively agreed to perform in this role. Let me first say that I consider it a privilege and an honor to be asked to assist you, and I hope that each of us will gain from the experience. However, given my past experiences in such endeavors (both positive and negative), I have found it necessary to lay out a set of "formal" ground rules in order to better facilitate our work together.

In order to better serve students to whom I have agreed to act as an advisor in one of the noted capacities, I have created a set of written rules and guidelines to assist us both. These rules are not set in stone, but I do expect them to be adhered to except under the most dire circumstances in order to allow me the opportunity to treat all students fairly. I have created these guidelines with complete consideration of normal Departmental and University rules and guidelines, and by "raising the bar" a bit in some instances I feel I will be able to better serve you, and a better project will be completed in the long run. To the best of my knowledge, none of these rules violate any Departmental or University policy, and are only provided for your protection as well as mine.

You will be given a set of guidelines specific to your request (as noted below), and upon reading them you are asked to sign and date this document stated that you understand the guidelines and will adhere to them to the best of your ability.

_____ **MS/PhD Advisee**
_____ **Senior Project/Independent Study Course**

Again, I thank you for the opportunity to work with you, and I look forward to completing whatever project you have selected.

I have read, understand, and agree to adhere to the guidelines I have been supplied.

NAME (Print)

SIGNATURE

DATE