**Guidelines for Remote Supervision of Graduate Students**

**Office of Associate Dean, Graduate Studies**

Supervisors and graduate students need to identify appropriate ways to continue their research and scholarly activities amid the COVID-19 pandemic. The following list provides a set of suggested guidelines to help supervisors and students adjust to working remotely.

1. Supervisors and students should work together to develop a plan that allows each person to conduct research remotely to the fullest extent possible. Supervisors should discuss with their students to work in a virtual collaborative space that is suitable for those involved.
2. Find other research-related tasks that can be performed (e.g., literature reviews, draft chapters/articles, data analyses, etc.), since all research laboratories are suspended until further notice.
3. Beyond making arrangements to ensure continuity of research, it is important to remember that these are exceptional times calling for mutual support and understanding, which requires continuous adjustments and accommodations for graduate students. Please be clear about expectations and be flexible to adapt as the situation changes.
4. Maintain as much as possible the frequency and quality of interactions you had before switching to working remotely (e.g., research discussion meetings, regular reports, presentations).
5. Maintain contact and interactions with other research team members is useful not only from a research productivity perspective but also for morale and social support. Consider more regular group meetings via video or audio conferencing tools.
6. Be transparent. If you have limited availability due to other obligations, let your students know when you will be available and can respond to questions.
7. Respect students’ time and availability and schedule meetings during business hours.
8. Take into consideration that remote communication is not always a suitable substitute to in-person meetings. Feedback, inquiries, and answers should be formulated very clearly.
9. Provide timely response to queries and documents sent by graduate students. Replies with revisions to draft documents should be provided back to students within a reasonable time.
10. Please be mindful and accepting of decreased productivity due to COVID-19. There is a lot of anxiety, people are caring for family members in difficult personal circumstances, and might have a lack of resources, so they need time to adapt to remote activities.
11. Create smaller, manageable deliverables rather than focusing on big projects that don’t require regular check-ins, so that communication can be regularly scheduled.
12. Stay positive. The current situation can be frustrating. Please create opportunities for lab/team members to engage with each other virtually to help maintain social contact. Make it fun! Start to encourage activities that will lift the spirits of your group and encourage remote social interactions (e.g. custom crossword puzzles, generate memes/videos, create chat groups). Ensure that all activities are appropriate and inclusive.