



SCHOOL OF
GRADUATE STUDIES

Best practices for remote supervision of graduate students

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We are grateful to Memorial University's faculty supervisors for their commitment to their graduate students in this challenging time. These best practices and resources were developed and are offered as suggestions and advice from the School of Graduate Studies in consultation with the Office of the Vice-President Research; Centre for Innovation, Teaching, and Learning; and Office of the Chief Information Officer.

For information on resources available to Memorial University graduate students, please visit the [School of Graduate Studies website](#). For information on supports available to Memorial University faculty in remote delivery of courses, please visit the [Centre for Innovation, Teaching, and Learning instructional continuity website](#). For general COVID-19 updates for researchers, please visit the [Memorial University Information Hub](#).

Best practices for remote supervision

The following best practices for remote supervision of graduate students were adapted with permission from the [University of Calgary Guidelines for Effective Remote Supervision](#). For a list of detailed resources for faculty supervisors, please visit the [School of Graduate Studies website](#).

- Reach out to students, particularly those who are in vulnerable situations or far away from family/friends. If an international student requires a virtual appointment with an international student advisor to discuss immigration status, health insurance or other matters related to issues in their home country (family, financial, etc.), please refer them to the [Internationalization Office](#).
- Ensure students are receiving their regular level of funding.
- Consult with students on their preferences for virtual collaboration (e.g., synchronous or asynchronous, phone or videoconferencing, etc.).
- Make use of [IT supports/tools](#) to gain remote access to resources and communicate with students/faculty/staff in an inclusive way.
- Maintain as much contact as possible for students for both academic productivity and social support.
- Communicate your work schedule to your students and discuss expectations for response time.
- Provide clear and timely feedback and responses.
- Encourage students to establish a daily work schedule that is flexible enough to accommodate other responsibilities (e.g., caring for dependents).
- Adjust expectations for student productivity – students are facing new stressors (e.g., job loss), may lack resources, and have additional family responsibilities.
- Consider smaller, manageable deliverables as opposed to bigger projects to enable more frequent contact.
- Revisit individual study plan and make adjustments based on recent shift to remote learning/research.
- Prioritize activities that can be completed remotely (e.g., data analysis, literature review, modeling and computation, writing, planning, preparation for comprehensive exams, etc.).
- Try to be positive in your interactions with students.
- Consider your students' health and wellness and ask how they are doing. If a student requires a virtual appointment with a physician/nurse or counsellor, please refer them to the [Student Wellness and Counselling Centre](#).

- Encourage students to take breaks, [practice self-care](#), and maintain personal interactions with family and friends (in a remote way).
- Consider and advise students on remote [wellness and academic supports](#) and [professional development opportunities](#) available to them.
- Understand that student needs and preferences might change over time as they [adjust to a different way of doing coursework and/or research](#).
- If you have a question or need advice on how to better support your students, contact the [Graduate Officer of your academic unit](#) or the [School of Graduate Studies](#).

IT tools for videoconferencing and information sharing

The following is a non-exhaustive list of communication and collaboration IT services available to faculty. For more information, please contact the [ITS Service Desk](#).

- [Webex](#): provides on-demand, real-time, collaborative web meetings and conferencing
- [Online Rooms](#): offered as part of Brightspace, offers ways to communicate with students and outside guests in real time
- Remote access to Memorial's online resources: please contact the [ITS Service Desk](#) for more information
- [Document Manager](#): an enterprise file-sharing solution that allows secure sharing of information with users internal and external to Memorial
- [Faculty websites](#): can be created and managed using Memorial's web content management system – Site Builder
- [Voicemail](#): for instructions on how to access your voicemail on your Cisco VoIP phone