

## APPENDIX C2 - SUPERVISORY EXPERIENCE FEEDBACK FORM

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_ Meeting Date: \_\_\_\_\_  
(yyyymmdd)

*This document is an opportunity for students to raise any issues or concerns with their supervisory experience. The student should fill in the form and submit it to the MBP office along with the other required committee meeting documentation. You will also have the opportunity to discuss the form with your committee at the end of your committee meeting, if you wish. **The supervisor will not have access to this form without the student's permission.** Students may also fill out the form and submit it at any time.*

### 1. Is the frequency of meetings with your supervisor adequate?

- Yes. The frequency of meetings is acceptable.
- Instead of the current frequency, here is a suggested (feasible) alternative:

### 2. Is your supervisor clear with their expectations of you?

- Yes. Supervisor feedback is reasonable and justified when needed.
- I need a better understanding of the following:

### 3. Does your supervisor provide clear and helpful feedback on your research?

- Yes. If I hit a road-block we discuss ways forward.
- Here are some research goals where I need feedback to enhance my progress:

### 4. Are the research interests of you and your supervisor in alignment?

- Yes. We are on the same page and if not, we clear things up in a timely manner.
- We differ on the following goals/areas of prioritization and this needs to be aired:

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### 5. Are your lab resources and/or working environment conducive to success?

- Yes and if deficiencies arise, my supervisor and I work out solutions in a timely manner.
- Rectifying the following gaps/concerns would improve my research output:

### 6. Are roles in authorship or project leadership clearly defined?

- Yes. Roles on projects and manuscripts are clear or clarified promptly if changes arise.
- We need to come up with a solution for the following situation:

### 7. Are there any other changes that can be made (either by yourself or your supervisor) to improve your graduate experience?

- My supervisor and I make adjustments as needed. No action needed at the moment.
- Some things need tweaking. Here are some suggestions:

### 8. If any issues have been identified that need tweaking, my preferred next steps are\*:

- Not applicable
- Address them on my own time with my supervisor.
- Address them in a future meeting with my supervisor and my committee members present.
- Discuss them with the graduate coordinator

*\*You can answer question #8 in advance of your committee meeting, or you can wait and answer it in discussion with your committee at the end of your meeting.*

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Use this page for additional notes

Students must email the completed form to [donnamarie.pow@utoronto.ca](mailto:donnamarie.pow@utoronto.ca) (uptown students) or [daphne.sears@utoronto.ca](mailto:daphne.sears@utoronto.ca) (downtown students) along with the Student Supervisory Committee Meeting Report and keep a copy for yourself for future meetings. The Graduate Coordinator will sign off and it will be added to your student file. The MBP office will take the required next steps depending on answers to Question #8.

Graduate Coordinator: \_\_\_\_\_  
Name

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

Please refer to the SGS website for [Supervision Guidelines for Students](#) for additional information on the roles and responsibilities of both students, supervisors and supervisory committees.

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### Process for Supervisory Experience Forms

- Fill out the form and e-mail it to your committee (excluding your supervisor) in advance of your committee meeting or bring copies to the meeting.
- At the end of your committee meeting, your supervisor will leave the room and you will have the opportunity to discuss your responses on the form with your committee.
- If you prefer not to discuss any issues with your committee, you can let them know that you don't need a discussion.
- Send the form to the MBP office along with your other Committee Meeting Report. If an additional meeting needs to be set up to address issues, either with your committee and supervisor, or with the graduate coordinator, the MBP office will help to set up the meeting in a timely manner.
- **The form can be filled out and submitted to the MBP office at any time – you do not have to wait for a committee meeting if you have issues you would like to address.**