Student-Advisor Check-in
Department of Art History and Archaeology, University of Maryland
*Should be conducted at the beginning of each semester the student is enrolled in the program*

Student name:       Advisor name:

Year in program:     Funding status (and what remains):

Most recent benchmark (and date):

Upcoming benchmark (and date/deadline):

Expected date of graduation:

**Looking back**
1. What requirements and benchmarks did I meet last semester?

2. What did I achieve in my professional development as an art historian, scholar, or teacher?

3. What areas do I need to work on and improve?

4. Did I fall behind? If so, how will I catch up?

5. How can I better meet my goals, as well as the expectations of my advisor and the department?

**This semester**
1. What are my goals and priorities for this semester?

2. How will I spend my time?

3. What will I do to ensure I meet my upcoming benchmark(s)?

4. What will I do to improve areas of weakness?

5. What kind(s) of support will I need from my advisor?

**Looking ahead**
1. What are my goals and priorities for the coming year? Two years?

2. What funding dates and deadlines do I need to watch out for?

Consider:

1. Future benchmarks
2. Summer—how to use towards meeting benchmarks and achieving professional goals
3. Grants and funding—prepare to apply about 1 year in advance of deadline (about 2 years before you need funding)
4. Committees (Thesis, Examinations, Dissertation Proposal, Dissertation)—contact faculty and submit written work far in advance according to agreed upon-schedule
5. Writing schedules for thesis and dissertation
6. Presentations and publications
7. Applying for jobs post-graduation
8. Developing a professional network
9. Seeking out support

Plan of action—with advisor’s approval

Describe your plan of action for this semester in detail, giving schedules and dates wherever appropriate. Describe your plan of action for the following year in more general terms.

Student signature: 
Advisor signature:

Date: 
Date: