

# Memorandum of Understanding

*Doctor of Philosophy in Teaching and Learning with concentration in Mathematics Education*

The purpose of the Memorandum of Understanding (MoU) is to ensure that responsibilities and expectations are clear and explicit between the doctoral student and her or his advisor(s). Clear expectations about the responsibilities of both are essential for developing and maintaining reciprocal relationships of respect and intellectual engagement and exchange.

The MoU should be regarded as an aid to assist in effectively and efficiently planning, implementing, and completing the requirements of the degree program rather than as an administrative imposition. It represents statements of intent only, and the implied obligations are only what an advisor(s) and student could reasonably be expected to meet under normal circumstances.

A MoU is filed before the student completes one semester; it is updated annually during the fall semester each academic year. Student completes the MoU in PRINT and BLUE ink, indicating agreement with suggested details where relevant. Student **must** answer/respond to all questions/statements; if non-applicable, indicate by N/A. Both student and major academic advisor sign the MoU; a signed copy of the MoU is filed in the student's department file and retained by the student.

For additional information regarding student–faculty advisor(s) relationships, expectations, and responsibilities see *GSU Faculty Handbook* Guidelines for Graduate Student–Faculty Advisor Relationships (Section 312.01 C) and *GSU Student Code of Conduct 2010–2011*.

<b>New MoU</b> _____	<b>Updated MoU</b> _____
<b>Date:</b> _____	

## I. Doctoral Advisory Committee

- 1. Student Name:** \_\_\_\_\_
- 2. Admission Details:**  
Start Semester: \_\_\_\_\_ Part- or Full-time: \_\_\_\_\_ Year (e.g., 1, 2...): \_\_\_\_\_
- 3. Temporary advisor:** \_\_\_\_\_  
**Co-advisor** (if applicable): \_\_\_\_\_
- 4. Doctoral Advisory Committee** (if applicable):
  - Major academic advisor: \_\_\_\_\_
  - Committee member: \_\_\_\_\_
  - Committee member: \_\_\_\_\_

5. The student must understand requirements of degree program as stated in *GSU Graduate Catalog*. What points, if any, need clarification?

6. Projected plan for completing coursework:

Year/Semester	Year 1	Year 2	Year 3	Year 4
Summer	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.
Fall	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.
Spring	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.

7. Project year/semester of filing Program of Study Form (with OAA)? \_\_\_\_\_

8. How often will the student meet with the major academic advisor and/or Doctoral Advisory Committee and/or member? (Suggestion: Schedule formal meetings at least once a month or every other month with major academic advisor, and no less than twice a year with committee's membership; document the date, time, and who attended the meeting in table below.)

Year/Semester Attendance	Year ____
Summer	
Fall	
Spring	

- a) **What are the consequences for missed meetings?**
- b) **What is the timeframe and procedure for responding to email?**
- c) **Will student present an agenda and progress report before meetings? How many days in advanced?** (Suggestion: Student develops a formal agenda for meeting, including a brief progress report; agenda is emailed to attendees five (5) working days before schedule meeting.)
- d) **How will the student access the advisor(s) for unscheduled meetings and/or advisement?**

9. **Projected year/semester of completing Program of Study?** \_\_\_\_\_

11. **Project year/semester of submitting a concept paper?** \_\_\_\_\_

10. **Projected year/semester of completing Comprehensive Examination?** \_\_\_\_\_

## II. Dissertation Advisory Committee

1. **Dissertation Advisory Committee** (if applicable):

- Major academic advisor: \_\_\_\_\_
- Committee member: \_\_\_\_\_
- Committee member: \_\_\_\_\_
- Committee member: \_\_\_\_\_

2. **How often will the student meet with the major academic advisor and/or Dissertation Advisory Committee and/or member?** (Suggestion: Schedule formal meetings at least once a month or every other month with major academic advisor, and no less than twice a year with committee's membership; document the date, time, and who attended meeting in the table below.)

Year/Semester Attendance	Year ____
<b>Summer</b>	
<b>Fall</b>	
<b>Spring</b>	

- a) **What are the consequences for missed meetings?**
  
- b) **What is the timeframe and procedure for responding to email?**
  
- c) **Will student present an agenda and progress report before meetings? How many days in advanced?** (Suggestion: Student develops a formal agenda for meeting, including a brief progress report; agenda is emailed to attendees five (5) working days before schedule meeting.)
  
- d) **How will the student access the advisor(s) for unscheduled meetings and/or advisement?**

**Potential Research Topic:**

**3. Brief Description of Project (<100 words):**

**4. What will be the role of the advisor(s) in assisting with collecting and analyzing dissertation data** (e.g., initial training, active assistance, passive assistance, etc. [update each year])?

**5. Outline briefly the data and collection methods for dissertation** (e.g., size, type, methods, etc.).

**6. Projected year/semester for initial draft of Research Prospectus submitted for review** (allow two [2] weeks for review of each draft)? \_\_\_\_\_

- Draft 2? \_\_\_\_\_
- Draft 3? \_\_\_\_\_
- Draft 4? \_\_\_\_\_
- Subsequent drafts (if applicable)? \_\_\_\_\_

**7. Projected year/semester for initial draft of IRB submitted for review** (data collection cannot begin until IRB approval; allow two [2] weeks for review of each draft)? \_\_\_\_\_

- Draft 2? \_\_\_\_\_
- Draft 3? \_\_\_\_\_
- Draft 4? \_\_\_\_\_
- Subsequent drafts (if applicable)? \_\_\_\_\_

**8. Status of Residency Plan?**

9. Projected year/semester of completing Residency Plan Form? \_\_\_\_\_

10. Projected year/semester for initial and subsequent drafts of Dissertation components:

Introduction & Questions	Literature Review	Theory & Framework(s)	Methodology & Methods	Data Analysis & Representation	Discussion & Conclusion
Draft...	Draft...	Draft...	Draft...	Draft...	Draft...
1. _____	1. _____	1. _____	1. _____	1. _____	1. _____
2. _____	2. _____	2. _____	2. _____	2. _____	2. _____
3. _____	3. _____	3. _____	3. _____	3. _____	3. _____
4. _____	4. _____	4. _____	4. _____	4. _____	4. _____
Subsequent?	Subsequent?	Subsequent?	Subsequent?	Subsequent?	Subsequent?
Final?	Final?	Final?	Final?	Final?	Final?

11. Projected year/semester of Dissertation defense? \_\_\_\_\_

12. Projected year/semester of graduation? \_\_\_\_\_

### III. Professional Development and Learning Opportunities

1. **Writing and Reading Group** (see the Internet for numerous books, articles, and blogs about *How to and Why form a writing group?*):

a) Projected year/semester joined and/or organized group? \_\_\_\_\_

b) How often does the group meet? \_\_\_\_\_

c) Where does the group meet? \_\_\_\_\_

d) Who is in the group? \_\_\_\_\_

2. What professional seminars/webinars did I attend last year?

3. What professional seminars/webinars do I plan to attend this year?

4. What professional conferences did I attend last year?

5. What professional conferences do I plan to attend this year?

- 6. What professional conferences did I submit a proposal and/or present at last year?**
- 7. What professional conferences do I plan to submit a proposal and/or present at this year?**
- 8. What professional development workshops did I facilitate and/or attend last year?**
- 9. What professional development workshops do I plan to facilitate and/or attend this year?**
- 10. What college courses did I teach and/or co-teach last year?**
- 11. What college courses do I plan to teach and/or co-teach next year?**
- 12. Where did I submit a manuscript (peer and non-peer review) for publication last year?**
- 13. Where do I plan to submit a manuscript (peer and non-peer review) for publication this year?**
- 14. What leadership or service to my school and/or university, college, department, or the mathematics education community did I provide last year?**
- 15. What leadership or service to my school and/or university, college, department, or the mathematics education community do I plan to provide next year?**
- 16. What grants and/or research projects did I participate in last year?**
- 17. What grants and/or research projects do I plan to participate in next year?**

18. What other research and scholarly activity, teaching, and/or service activities did I participate in this year?

19. What other research and scholarly activity, teaching, and/or service activities do I plan to participate in next year?

20. Annual Review submitted (Date/Rating, i.e., satisfactory or unsatisfactory)?

- Year 1: \_\_\_\_\_
- Year 2: \_\_\_\_\_
- Year 3: \_\_\_\_\_
- Year 4: \_\_\_\_\_
- Year 5: \_\_\_\_\_
- Year 6: \_\_\_\_\_
- Year 7: \_\_\_\_\_

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Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Major academic advisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Co-major academic advisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Additional signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Title: \_\_\_\_\_  
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