

Faculty Annual Report Guide: Student Supervision


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Student Supervision Overview

Type	Proposal (enter #)	In Process (enter #)	Completed (enter #)	Description	Start Semester	End Semester	Actions
Undergrad Supervisor, Research Fellow	0	1	0	I worked with one undergraduate student who was a research fellow and assisted me on my historical project.	Fall 2018	Spring 2022	

[Add](#)

The Student Supervision Form enables you to report the number of students you supervised in a formal role. To report student supervision activities, click on the  button.

Any previously created Student Supervision activities will also be listed and you can edit, delete, or duplicate any of these previously reported activities.

Student Supervision Section A: Input Form (Required)

Appearance

The screenshot shows the 'Input Form' interface. It includes the following fields:

- Start Semester***: A dropdown menu set to 'Select Semester' and a year dropdown set to 'Select Year'.
- End Semester***: Two dropdown menus, both set to 'Ongoing'.
- Type***: A dropdown menu set to 'Select'.
- Proposal (enter #)**: A text input field.
- In Process (enter #)**: A text input field.
- Completed (enter #)**: A text input field.
- Description**: A rich text editor with a toolbar (font size, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, indent, outdent) and a '0 WORDS' indicator.

Editing

All asterisked (*) fields are required. If any are incomplete, then you will not be able to save your changes.

Required: Specify the start and end semester of student supervision (see p. 5), and type of supervision:

This screenshot shows the 'Input Form' with the 'Type*' dropdown menu open. The dropdown list includes the following options:

- Select
- Undergrad Supervisor, Research Fellow
- Undergrad Supervisor, Research Asst.
- Undergrad Advisor, Senior Thesis
- Undergrad Clinical Supervisor
- Masters Thesis Advisor
- Masters Thesis Committee Member
- Masters Comprehensives Reader / Committee Member
- Masters Clinical Supervisor
- Doctoral Comprehensives Reader / Committee Member
- Doctoral Dissertation Committee Chair
- Doctoral Dissertation Committee Member

Optional: Number of students for whom you have either proposed for supervision, are in process of supervision, or have completed supervision, and a description of your student supervision activities.

Student Supervision Section B: Attachments (Optional)

Appearance

The screenshot shows a form titled "B Attachments". It contains a table with three columns: "Attachment Type", "Attachment", and "Type". In the "Attachment Type" column, there is a dropdown menu with "File" selected. In the "Attachment" column, there is a button labeled "Upload File" and the text "no file uploaded". In the "Type" column, there is a dropdown menu with "Select" selected. Below the table is a blue button labeled "Add Another".

OR

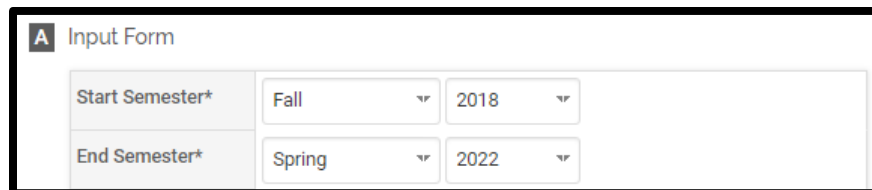
The screenshot shows a form titled "B Attachments". It contains a table with three columns: "Attachment Type", "Attachment", and "Type". In the "Attachment Type" column, there is a dropdown menu with "URL" selected. In the "Attachment" column, there is a text input field containing the URL "http://www.interfolio.com". In the "Type" column, there is a dropdown menu with "Select" selected. Below the table is a blue button labeled "Add Another".

Editing

Optional: You can upload file attachments or provide a URL to a website relevant to your student supervision.

Tagging Student Supervision Activity with a Semester and Year

For each student supervision activity, you must tag it with a start and end semester and year. This is how it is pulled into your Faculty Annual Report (e.g., a student supervision activity tagged Fall 2018 through Spring 2022 will show up in your 2018, 2019, 2020, 2021, and 2022 FARs).



The image shows a screenshot of a web form titled "Input Form". It contains two rows of dropdown menus. The first row is labeled "Start Semester*" and has two dropdown menus: the first is set to "Fall" and the second is set to "2018". The second row is labeled "End Semester*" and has two dropdown menus: the first is set to "Spring" and the second is set to "2022".

Field	Value	Value
Start Semester*	Fall	2018
End Semester*	Spring	2022