

Feedback Report Notification Emails

Email to Graduate Students

To: Graduate Student

When: Monday at 5:00 pm

Subject: Your Research Advisor-Graduate Student Feedback Report

Dear [Graduate Student Name],

Please find your Research Advisor-Graduate Student Feedback report attached. We will be sending this same report to your research advisor around 5:00 pm on Thursday, [Date] (you will be copied on that email as well). If you have any concerns you'd like to discuss before we send the report to your advisor, please let us know.

Once your advisor receives the report, we encourage you to arrange a time to meet with each other to discuss the results and recommendations.

If you have any questions, please email [Point-of-contact].

Sincerely,

[Point-of-contact facilitating mentoring assessment process]

Email to Graduate Students and Advisors

To: Graduate Student and Advisor together

When: Thursday at 5:00 pm

Subject: Your Research Advisor-Graduate Student Feedback Report

Dear [Advisor Name] and [Graduate Student Name],

Earlier this semester, you completed the Research Advisor-Graduate Student Feedback Survey. Thanks very much for doing this! The fact that you were willing to reflect on your relationship and share honest feedback with each other shows that you value your relationship and are willing to communicate openly to improve how you work together.

Please find your Research Advisor-Graduate Student Feedback report attached.

We encourage you to read the report and take a day or so to reflect on the strengths of your relationship, areas for improvement, and the recommendations. Then we suggest you arrange a time to meet with each other to discuss the results and potential next steps.

In the meantime, if you have any questions, please email [Point-of-contact]. Thanks again for helping to create an academic culture that values graduate student mentorship.

Sincerely,

[Point-of-contact facilitating mentoring assessment process]

Reminder to debrief feedback report

To: Graduate Student and Advisor together

When: Monday at 10:00 am

Subject: Reminder: Your Research Advisor-Graduate Student Feedback Report
(Reply to email to graduate student and research advisor)

Dear [Advisor Name] and [Graduate Student Name],

Last month you received your Research Advisor-Graduate Student Feedback report. If you haven't done so already, **we encourage you to arrange a time to meet with each other to discuss the results and potential next steps.** This will allow you to continue the conversation you started when you filled out the survey, and will ensure you have a clear plan to maintain a successful working relationship.

If you have any questions, please email please email [Point-of-contact].

Sincerely,

[Point-of-contact facilitating mentoring assessment process]