

Graduate Student Emails

Invitation Email

Greetings [First Name],

As a graduate student in [Department], you are being asked to provide feedback on your working relationship with your research advisor. The research advisor-graduate student relationship is incredibly important, but like all relationships, it can have ups and downs. This survey is intended to open up a dialogue between you and your advisor and give you an opportunity to discuss how your advisor can best help you thrive in your graduate program.

This survey should take approximately 15 minutes to complete but could be longer if you take more time to reflect. Feel free to review the Graduate Student Survey [link to survey] questions before completing the online survey. Please complete your responses by **[Date]**.

Your advisor will also complete a similar survey where they will evaluate the quality of mentorship they believe they are providing you. You and your advisor will receive results of both surveys along with actionable recommendations for improving your relationship. See survey instructions for more details about how feedback will be reported in order to protect your confidentiality.

Follow this link to the survey:

[Personal survey link]

NOTE: If you have more than one advisor, please select one advisor to assess first using the link above. Once you hit submit, please complete the survey again for your other research advisor by [Anonymous survey link].

If you have any questions, concerns, or would like any additional information, please email [Point-of-contact].

Sincerely,

[Point-of-contact facilitating mentoring assessment process]

Reminder Email

Greetings [First Name],

This is a reminder to provide feedback on your working relationship with your research advisor.

As a graduate student in [Department], you are being asked to provide feedback on your working relationship with your research advisor. The research advisor-graduate student relationship is incredibly important, but like all relationships, it can have ups and downs. This survey is intended to open up a dialogue between you and your advisor and give you an opportunity to discuss how your advisor can best help you thrive in your graduate program.

This survey should take approximately 15 minutes to complete but could be longer if you take more time to reflect. Feel free to review the Graduate Student Survey [link to survey] questions before completing the online survey. Please complete your responses by **[Date]**.

Your advisor will also complete a similar survey where they will evaluate the quality of mentorship they believe they are providing you. You and your advisor will receive results of both surveys along with actionable recommendations for improving your relationship. See survey instructions for more details about how feedback will be reported in order to protect your confidentiality.

Follow this link to the survey:

[Personal survey link]

NOTE: If you have more than one advisor, please select one advisor to assess first using the link above. Once you hit submit, please complete the survey again for your other research advisor by [Anonymous survey link].

If you have any questions, concerns, or would like any additional information, please email [Point-of-contact].

Sincerely,

[Point-of-contact facilitating mentoring assessment process]