

Faculty Advisor Expectations UCSC Coastal Science & Policy Program

Each student, for their Capstone/Placement work, must have a faculty advisor. The CSP faculty advisor can be a sole core/affiliate faculty member or a team of a core/affiliate faculty member and an adjunct faculty member working as co-advisors. If a student identifies a more suitable UCSC faculty advisor who is not currently associated with CSP, special arrangements to work with that faculty member as a co-advisor with one of the CSP core/affiliate faculty can be made at the discretion of the CSP Director. In addition to the student's CSP faculty advisor, students are supported by at least one practitioner partner mentor and may seek capstone advice from other external advisors.

Faculty advisors do not serve as project managers; their role is to be a mentor and advisor. Students are expected to take on the role of project manager and to regularly engage their faculty advisor(s) and practitioner(s) in meetings/progress check-ins. Faculty advisors are expected to meet regularly with their advisees and provide support; this may take the form of advice, feedback, networking opportunities, introductions to colleagues and partners, and general guidance. In addition, advisors should play an important role in assuring that the student's and practitioner's goals align well. Each faculty advisor has his/her own unique style and approach. Students are cautioned that they should expect variability in engagement, expectations, and feedback from their advisor(s). In their final capstone plan, the team (student, faculty advisor[s] and practitioner mentor[s]) will agree upon the roles and expected level of interaction of each party.



Commitments & Key Dates of Service

- **Regular Advising Meetings:** Meet with advisee regularly to provide advice throughout program after establishing advisor/advisee relationship (typically once every other week; but timing and format may vary).
- **Capstone Plan Design & Finalization:** Advise student as they co-design their capstone plan (typically 4-5 pages) with their non-academic capstone partner. This may sometimes include helping the advisee identify and connect with potential practitioners to work with). Once advisee, advisor, and capstone partner have agreed that the project plan is ready for implementation, sign final capstone plan. Typically happens in June of Year 1.
- **Fall Oral Presentation:** Join oral presentation at start of fall quarter in advisee's second year (during orientation week). Advisee will report on summer placement and/or progress on capstone and next steps.
- **Quarterly Progress Meetings:** In Year 2, participate in 3-4 progress meetings with the advisee, practitioner mentor, CSP Ast. Director to review capstone progress, provide advice, and assess pivots/changes to capstone plan.
- **Review Deliverables/Materials:** Review materials that advisee produces (including their mid-term and final reports and capstone deliverables). Review midterm report late January/early February in Year 2. Review/comment on draft and final report in April/May in Year 2.
- **Capstone Project Committee:** In May of Year 2, participate in the committee that reviews each advisee's submitted written materials to determine if they have met the requirements of the program to receive the MS. Use simple, open-ended rubric to provide feedback on capstone report and deliverables to student (collated and shared with student after the committee meets). Participate in committee meeting (~20-30 minutes).
- **Final Oral Presentations:** Join the oral presentations and provide advisee with feedback (both in preparation for and after the presentation). Week of graduation.
- **Attend CSP Graduation:** If possible, please attend and help your advisee celebrate.