The Supervisor Letter

Dear Student,

The purpose of this letter is to clarify some of the expectations I have regarding our collaboration, specifically what my supervision entails and what I expect from you. It is important to emphasize that I believe it is most effective to continuously align our expectations, including your expectations for our supervision process, as things are constantly evolving. Therefore, I will conclude each supervision session with a brief discussion about our future collaboration and whether any adjustments are needed.

What Can I Provide Supervision On?

If you seek academic insight, including suggestions for literature and knowledge of specific issues, you should write on topics related to work and organizational psychology and/or qualitative empirical theses. If your topic falls outside these areas, I can offer supervision on the process of framing and structuring/writing a thesis with a psychological focus. Regardless of the topic, and whether it is a theoretical or empirical thesis, you are responsible for finding relevant literature according to your problem statement.

What Do I Provide Supervision On?

I provide supervision on your problem statement and synopsis and on specific texts/sections you develop. As a general rule, I do not read sections I have previously reviewed, but I expect you to go back and edit the text based on our discussions. This approach is intended to ensure necessary progress in the thesis process.

I focus on content and structure and place particular emphasis on ensuring that you address your problem statement. I only provide general supervision on language.

Formalities

I expect you to be well-informed about and adhere to all formal requirements concerning the thesis (as per the study regulations). I am attaching a very good overview of academic paper formalities, such as reference style and language, and I expect you to be able to write your thesis in accordance with these guidelines.

I adhere to formal requirements concerning the use of supervision hours – that is, 15 hours, including preparation: Approximately 6 meetings, each typically one hour long.

What I Expect from You

- That you have read sufficiently before the first supervision session to be able to draft an initial problem statement (including the topic and scope) as well as a first synopsis draft, as detailed as possible.
- That you have some readable text prepared for each supervision session for me to review and provide guidance on. (This can also be a revised synopsis). It is crucial for our guidance sessions that we have something concrete to discuss.

- That you inform me if you have not written anything – we can then discuss what is needed for you to move forward in your writing, but we will not hold a full one-hour supervision session.
- That you adhere to my deadline for submitting text (via email) before the supervision session: typically one business day before, by 12:00 PM. In your email, please briefly outline what you would particularly like me to review, as well as any questions or issues we need to discuss.
- That you speak up if there is something you are unsure about or do not understand, or if there is something specific you need me to focus on and provide supervision for.

What You Can Expect from Me

- You can expect me to read a maximum of 8 standard pages before each supervision session.
- You can expect me, as your advisor, to both support and challenge you in terms of content and process – but the final decisions in the process will be up to you.
- You can expect to receive written comments after each supervision session.
- You can expect me to support you in your choice of topic.

A Typical Supervision Session

It is optimal to meet face-to-face, but online is acceptable.

We start with discussing the points you want to address at the meeting, any problems you have encountered. We will discuss these points – possibly in connection with the points I have noted after reading your text. Typically, I will start with the most important (and perhaps most challenging) issues and conclude with various editing tasks that you should work on continuously.

I will suggest what you should work on moving forward.

We will agree on what you plan to send for the next session.

We will set the next meeting time – a cadence of every 3-4 weeks is optimal.

Your Expectations for the Thesis

I suggest that we discuss your expectations for the thesis from the start and throughout the process. This discussion aims to establish a more realistic supervision process regarding, for example, your workload and ambitions for the thesis. It should be emphasized that I do not discuss grades during the process.

I look forward to working with you

Charlotte