# Graduate School Parental Leave Arrangements Worksheet

All parties involved understand that these are proposed arrangements and these may need to be altered depending on a student’s individual circumstances. Students may choose to reach out to the Graduate School to assist with the negotiation of these arrangements.

## Student information

Student name:

M Number:

Advisor name(s):

Student program:

Student degree level:

Student degree type (coursework, thesis, report, dissertation):

Proposed leave dates (NOTE: these can change):

Phone number for contacting during leave:

Email for contacting during leave:

## Academic liaison

During the leave, this person will be an academic liaison for the student to communicate changes if the leave period changes and to facilitate conversations about extension requests during the leave period.

Academic liaison:

## Signatures

Student:

Advisor(s):

Course work instructors:

## Communication during leave

Describe how you will be available to Michigan Tech during your leave period. Think about:

* Do you anticipate to not be available during your leave
* What times do you anticipate being available (day, afternoon, evening)
* What days do you anticipate being available (weekdays, weekends)
* What method is best for an urgent request (phone, email, text)
* How often you will be monitoring your phone and/or email (daily, weekly, not at all)
* Who can be contacted if you have not responded to an urgent request within a specified time frame (friend, family member, etc.)

|  |  |
| --- | --- |
| **Type** | **Description of availability** |
| Email |  |
| Phone call |  |
| Texting |  |
| In-person |  |

|  |
| --- |
| **Alternate/Emergency Contact Person** |
| Name |  |
| Phone Number |  |

## Degree milestones

List degree milestones that were planned for the leave period. If changes need to be made to this plan, how will those be initiated?

|  |  |
| --- | --- |
| **Milestone** | **Plan for completion** |
| Coursework |  |
| Qualifying exam |  |
| Research proposal examination |  |
| Research milestone #1 |  |

# Coursework

List courses the student will be enrolled in during the leave period and the assignments that will be missed during the leave period. Duplicate the course sections as needed. If changes need to be made to this plan, how will those be initiated?

### Course #1: \_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Course Task (assignment, exam, etc.) | Task deadline | Proposed plan for completion (before leave, after leave, etc.) | Instructor notes |
|  |  |  |  |

### Course #2: \_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Course Task (assignment, exam, etc.) | Task deadline | Proposed plan for completion (before leave, after leave, etc.) | Instructor notes |
|  |  |  |  |

### Course #3: \_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Course Task (assignment, exam, etc.) | Task deadline | Proposed plan for completion (before leave, after leave, etc.) | Instructor notes |
|  |  |  |  |

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## Research Responsibilities

List research responsibilities that are planned to occur 4 weeks prior to the leave and during the leave. If changes need to be made to this plan, how will those be initiated?

Example:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Obligation | Deadline or frequency | Documentation for how to do | Who will do | Supervisor notes |
| Water plants | Daily |  | Jane |  |
| Submit abstract on protein folding | July 1, 2021 | Web site for conference | Joe + advisor |  |
|  |  |  |  |  |

## Teaching Responsibilities

List teaching responsibilities that are planned to occur 4 weeks prior to the leave and during the leave. If changes need to be made to this plan, how will those be initiated?

Example:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Obligation | Deadline or frequency | Documentation for how to do | Who will do | Supervisor notes |
| Teach lab #10 | March 3, 2021 | See instructor (Dr. Professor) | GTA |  |
| Grade lab #10 | March 10, 2021 | See instructor (Dr. Professor) | Joe + advisor |  |
|  |  |  |  |  |

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## Other Responsibilities or Tasks

List other responsibilities or tasks that are planned to occur 4 weeks prior to the leave and during the leave. If changes need to be made to this plan, how will those be initiated?

Example:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Obligation | Deadline or frequency | Documentation for how to do | Who will do | Supervisor notes |
| Meet with prospective grad students | As needed | None | Mary |  |
| Graduate Student Government rep | Bi-weekly | See GSG | Jamal |  |
|  |  |  |  |  |

## Other Areas to Consider

* Counseling Services
	+ Already Established
	+ Will Need Assistance
* Psychiatry Services
	+ Already Established
	+ Will Need Assistance
* Physical Health Services
	+ Already Established
	+ Will Need Assistance
* Medication Management
	+ Already Established
	+ Will Need Assistance
* Financial Aid/ Financial Resources
	+ Already Established
	+ Will Need Assistance
* Student Disability Services
	+ Already Established
	+ Will Need Assistance
* Religious Life/Other Spiritual Support
	+ Already Established
	+ Will Need Assistance
* Food Pantry/ Food Resources
	+ Already Established
	+ Will Need Assistance
* Housing Resources
	+ Already Established
	+ Will Need Assistance
* Substance/ Recovery Support
	+ Already Established
	+ Will Need Assistance