

# Student-Faculty Advisor Contract

*This form should be completed at least 3 semesters prior to the student's graduation date. Submit the signed contract to your CxC Representative or to the CxC Main Office in B6 Coates Hall.*

To ensure Distinguished Communicators candidates are mastering communication skills relevant to their disciplines, students must work with a Faculty Advisor. The Faculty Advisor's role is to provide support, resources, coaching, and valuable feedback that will enable the student to develop into a successful communicator within the student's field of study or area of interest.

Student's name (print)	Student's Major	LSU Email	Graduation Date
Advisor's Name (print)	Advisor's Home Department	Advisor's Email Address	
Student's Signature	Date	Advisor's Signature	Date

## STUDENT COMMITMENT

I agree to work with this Faculty Advisor while in pursuit of the LSU Distinguished Communicator medal and understand that it is my responsibility to seek support and guidance from this advisor. As a Distinguished Communicator (DC) candidate, I will:

- **share** my personal and professional goals to be achieved during my DC journey with this Faculty Advisor.
- **define** my purpose, audience, and implementation strategy for my Public Portfolio under the guidance of this Advisor.
- **schedule** a meeting with this Faculty Advisor at least once each semester to hear feedback and suggestions on how to improve my skills and DC materials.
- **submit** work to this Faculty Advisor in a timely fashion and be receptive to feedback.
- **uphold** the strictest of ethical and professional standards when working with this Faculty Advisor and on all items related to this DC program.
- **ensure** this Faculty Advisor has adequate information to make a final recommendation to CxC as to whether I demonstrate excellence in written, spoken, visual, and technological communication within my discipline.

**NOTE TO STUDENTS:** Your Faculty Advisor is a mentor and resource for you; however, you are solely responsible for tracking your progress through the DC program, regularly communicating your progress to your CxC Rep, and ensuring all requirements are fulfilled according to CxC deadlines.

## ADVISOR COMMITMENT

I agree to provide this Distinguished Communicator (DC) candidate with feedback, guidance, and discipline-specific experience as they pursue certification. Additionally, I will:

- **assist** this student in setting personal and professional goals to be achieved during their DC journey.
- **work** with this student to define the purpose, audience, and implementation strategy for their Public Portfolio.
- **meet** with this student at least once each semester to offer suggestions and feedback on their skills and required DC materials.
- **familiarize** myself with this student's communications skills in a manner that will enable me to make a final recommendation to CxC as to whether or not this student demonstrates excellence in written, spoken, visual, and technological communication techniques within their discipline.

Private and Public Portfolio Deadlines		
	Spring/Summer Grads	Fall Grads
Portfolio draft due to CxC and Faculty Advisor	November 1	April 1
Faculty Advisor/CxC feedback due to DC candidate	November 30	April 30
ALL final materials due to CxC and Faculty Advisor	February 1	September 1
Faculty Advisor assessments due to CxC	February 10	September 10