

Distinguished Communicator Student-Advisor Contract

****This form should be completed four semesters prior to the student's graduation date.**

To ensure Distinguished Communicator 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	PAWS ID (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 certification and understand that it is my responsibility to seek support and guidance from this advisor. As a Distinguished Communicator candidate, I will:

- **share** my personal and professional goals to be achieved during my Distinguished Communicator 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 the Distinguished Communicator 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.

Advisor Commitment

I agree to provide this Distinguished Communicator candidate with feedback, guidance and discipline-specific expertise as he/she pursues certification. In addition, I will:

- **assist** this student in setting personal and professional goals to be achieved during his/her Distinguished Communicator journey.
- **work** with this student to define the purpose, audience, and implementation strategy for his/her Public Portfolio.
- **meet** with this student at least once each semester to offer suggestions and feedback on his/her skills and required DC materials.
- **familiarize** myself with this student's communication 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 his/her discipline.

Private & Public Portfolio Deadlines

	Spring/Summer Grads	Fall Grads
Portfolio draft due to CxC & Advisor	Nov. 1	April 1
Advisor/CxC feedback due to advisee	Nov. 30	April 30
ALL Materials due to CxC & Advisor	Feb. 1	Sept. 1
Advisor Assessments due to CxC	Feb. 10	Sept. 10

Note to students: Your Faculty Advisor is a mentor and resource for you; however, you are solely responsible for tracking your progress through the Distinguished Communicator program, regularly communicating your progress to your CxC Rep, and ensuring all requirements are fulfilled according to CxC deadlines. You are solely responsible for notifying your Faculty Advisor if you quit or are removed from the program.