APEX RESPONSIBILITIES CONTRACT
Commonwealth Honors Project
(Sample Form)

Overview and Responsibilities

Completion of the APEX is a requirement for graduating as a Commonwealth Scholar. Although much of the onus of the APEX is on the student, the advisor plays a critical role in each stage of the process. Below are general guidelines outlining the general responsibilities of the student and advisor. There is also a template that can be used to develop a timeline. Remember, before you start your APEX, make sure to register for your APEX credits (at least three)!

Please Note: This is a template. It can and should be edited by the student and advisor so it is appropriate for the project.

Topic	Student's Responsibilities	Advisor's Responsibilities
Topic Development and Methodology	Develop a focused, feasible, and worthwhile topic. This will involve several iterations and require the student to be flexible.	The advisor's primary responsibility is to make sure the topic is feasible and that the project can be completed in a reasonable timeframe (usually 1 year). The advisor should assist in developing the theoretical framework and the methodological approach.
Choosing Committee	Do some preliminary work identifying potential committee members. This is most easily done by looking at the department website and exploring faculty interests.	Offer advice and recommendations for committee members. May be from within or outside of department (note that department rules may vary).
Creating and Adhering to a Timeline	Adhere to all deadlines. If the student cannot meet a deadline, the advisor should be notified in advance. The student need not seek perfection on early drafts!	Set deadlines for various components of the project (e.g., annotated bibliography, draft of lit review, etc). Make sure to keep in touch with the student to ensure deadlines are realistic.
Meetings	Be on time to all meetings with the advisor and the committee. The student should come prepared with questions, any drafts, and concerns. Let the advisor know in advance if you will be travelling or cannot meet.	Schedule regular meetings with your student (at least once every other week). Assist in setting up committee meetings and booking rooms. Give guidance in terms of how you want him or her to prepare for the next meeting.
Advising/ Communication	Use the advisor's expertise. Ask your advisor about methodology, theoretical frameworks, and germinal work you should be citing. Respond to questions from your advisor promptly.	Respond to student questions in a timely manner! If you do not hear from your student, please make sure to reach out to make sure everything is still on track.
Drafts/ Feedback	Submit sections or chapters as they are completed (on or before the deadline). Although the drafts will not be perfect, the student should spellcheck and re-read the document before submitting to catch any obvious errors. Include comments and/or specific questions that you have right in the document.	Provide written and/or verbal feedback on student drafts. Feedback should be critical but supportive. Try to return drafts in a timely manner (e.g., 1 week).

Student Name   APEX Mentor Name   APEX Mentor Email

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