Student / Research Advisor Agreement

STUDENT NAME

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FACULTY RESEARCH ADVISOR NAME

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Introduction

*Below is a list of topics (blocks of questions) for the graduate student and the graduate student's supervising faculty to consider. Relevant bullet points/questions should be discussed and customized plans/responses recorded for relevant general topics. These topics are based on the following agreements*:

As a student, I acknowledge that I have the primary responsibility for the successful completion of my degree.  I will seek guidance from my faculty/research advisor, career counseling services, thesis/dissertation committee, other advisors and mentors, and any other resources available for advice on career plans.

As an advisor, I commit to helping plan and direct the research project of the graduate student, communicate expectations, standard practices and policies early in the student’s program, set reasonable and attainable goals, and establish a timeline for completion.

A) RESEARCH AND TRAINING OF THE STUDENT

A1 General description of the student's anticipated/current research:   
RESPONSE REQUESTED - one or two sentences or more.

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A2 Collaboration with peers in the lab: who will the student work with/be supervised by daily in the lab? RESPONSE REQUESTED

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B) DAY-TO-DAY LAB / RESEARCH GROUP OPERATIONS

B1 What are common research group responsibilities (typical lab tasks shared among group members) and how are they assigned?

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B2 What are the specific research group policies related to notebooks, storage/sharing of data, media, or other information relevant to ongoing or completed projects?

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B3 What, if any, are the expectations for physical presence in the lab/office, including timing for advance notifications of any planned absences, and coordination of work schedules needed for continuous care of research models (e.g. cell lines, animals) or instrumentation?

- RESPONSE REQUESTED

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C) ADDITIONAL LAB-SPECIFIC TOPICS TO DISCUSS IF APPLICABLE

* EH&S laboratory and chemical safety training
* Blood borne pathogens training
* Animal care and use training
* Radiation use training
* Institutional Review Board (IRB) for training in the ethical use of humans in research
* Scientific diving
* FERPA training

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D) FREQUENCY AND METHODS OF COMMUNICATION:  
  
As a student, I pledge to meet my faculty/research advisor as outlined and provide him/her with updates on the progress and results of my activities and experiments, and complete the annual review as scheduled.

As an advisor, I agree to meet with the student as outlined and provide resources for him/her to conduct thesis/dissertation research, and complete the annual review as scheduled.

D1 How often and for how long will student and mentor meet in person? Individual/group meetings? RESPONSE REQUESTED

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D2 What other means of communication are preferred/acceptable (email, phone, text?)

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D3 How should updates or changes in expectations and issues be communicated?   
RESPONSE REQUESTED

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E) SELECTION OF A THESIS / DISSERTATION COMMITTEE (for students in late first or early second year)

E1 What is the process for determining the subject of the written thesis/dissertation?

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E2 What is the process for determining composition of the thesis/dissertation committee?

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E3 How often will the committee meet outside of required meetings for program and exams?

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F) GRADUATE TRAINING MILESTONES:  (for students in late first or early second year)  
What are the milestones that the student should plan to reach?  
MAINTAIN a GPA of 3.0 or greater for all didactic courses to remain in good standing with the graduate school.

F1 First program meeting by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (within 4 academic terms of matriculation)

F2 Prelim exam completion by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (within 9 academic terms of matriculation)

F3 Five-year completion date for Ph.D. program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

F4 Timeline goal for publication of first first-author manuscript?

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F5 Attendance of professional meetings: what are the conditions to travel to a regional, national, or international meetings (e.g. if presenting); who covers the cost and what will be covered?

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F6 Expectations for presentations at the Annual Rising Lecture and Graduate Student Retreat

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G) AUTHORSHIP AND CONTRIBUTOR POLICIES  
Discuss general and project-specific authorship policies as early as possible and work together to publish work in a timely manner.

G1 What constitutes authorship on a project on which the student contributed?

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G2 How is the order of authors determined in a manuscript or abstract?

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G3 How is the journal/other mechanism for publication of the student's work decided?

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G4 In what other ways, besides authorship, might the student's contribution be acknowledged?

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H) PROFESSIONAL AND CAREER DEVELOPMENT - optional discussion

H1 What is the career choice of the student?

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H2 What arrangements can be made to allow the student to participate in courses, workshops, etc. for their particular interests without compromising their research or scholarly training?

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