



Graduate Advisor/Advisee Agreement

Graduate Student:

1. Assume the primary responsibility for the successful completion of degree and development of career. Remain committed to graduate education and maintain high levels of professionalism, self-motivation, engagement, curiosity, and ethical standards. Seek guidance from faculty, career counseling services, committee members, and other available resources.
2. Meet regularly with advisor and provide regular progress updates.
3. Work with research advisor to develop a thesis/dissertation project. Strive to establish a clear timeline and meet established deadlines.
4. Work with research advisor to select an Advisory/Supervisory/Dissertation committee. Commit to checking in with this committee on a regular basis (as suggested by research advisor).
5. Attend and participate in cohort meetings, laboratory meetings, seminars, journal clubs, academic workshops, etc., that are part of educational program and recommended by faculty.
6. Maintain the academic and ethical standards of my graduate program, academic field, and institution. Be knowledgeable about the requirements for graduate program and assistantship and meet the requirements.
7. Participate in all training required by the university and graduate program for research and teaching responsibilities. Comply with all institutional policies.
8. Be a good research citizen. Receive the written permission of research group and/or advisor before publicly sharing or publishing research findings. Agree to take part in shared responsibilities of the research group in a collegial and professional manner.
9. Discuss authorship and collaborative research with my research advisor and cohort peers.
10. Uphold the Graduate School standards for professional behavior.
11. Maintain high personal and ethical standards for own research.

Students who belong to research labs should also consider the following:

12. Attend and participate in laboratory meetings, seminars and journal clubs that are part of educational program.
13. Comply with all institutional policies, including academic program milestones. Comply with both the letter and spirit of all institutional safe laboratory practices and animal-use and human-research policies at the institution.
14. Participate in the institution's Responsible Conduct of Research Training Program and practice those guidelines in conducting thesis/dissertation research.
15. Be a good lab citizen. Agree to take part in shared laboratory responsibilities and use laboratory resources carefully and frugally. Maintain a safe and clean laboratory space. Be respectful of, tolerant of, and work collegially with all laboratory personnel.
16. Maintain a detailed, organized, and accurate laboratory notebook. Be aware that original notebooks and all tangible research data are the property of my institution, but a copy of notebooks can be kept by the student after completing the thesis/dissertation.
17. Discuss policies on work hours, sick leave and vacation with research advisor. Consult with advisor and notify fellow lab members in advance of any planned absences.
18. Discuss policies on authorship and attendance at professional meetings with research advisor. Work with advisor to submit publications in a timely manner prior to graduation.

Graduate Advisor

1. Mentor the graduate student as a future member of the scholarly community.
2. Oversee the research project of the graduate student, including planning, directing, and establishing a reasonable timeline for the project. Commit to overseeing student research and reading student work within a timely manner. Help the student select an appropriate Advisory/Supervisory/Dissertation/Thesis committee.
3. Meet individually with the graduate student on a regular basis and provide appropriate resources.
4. Understand the requirements and deadlines of the graduate program and communicate those requirements and deadlines with the student.
5. Discuss authorship and attendance at professional meetings with the graduate student and help train the graduate student to be a good research citizen. Acknowledge the graduate student's contributions to projects beyond his or her own, and work with the graduate student to publish his/her work in a timely manner.
6. Lead by example and facilitate the training of the student in necessary skills, such as oral and written communication, grant writing, archival research, animal and human research policies, ethical conduct of research.
7. Be supportive, equitable, accessible, encouraging, and respectful. Work hard to provide an emotionally supportive and intellectually stimulating learning environment that is safe and free from harassment.
8. Provide career advice and assist in helping the student meet career goals. Participate in helping secure and facilitate funding to support training.
9. Refrain from requiring the graduate student to perform tasks that are unrelated to his/her training program and professional development.

Graduate advisors supervising graduate students within a research lab or working on collaborative research projects should also consider:

10. Expect the graduate student to share common laboratory responsibilities and utilize resources carefully and frugally. Lead by example in these areas.
11. Discuss intellectual policy issues with the student regarding disclosure, patent rights, and publishing research discoveries. This can include discussions of research in public forums such as blog posts, podcasts, etc.

I have read this document and discussed its tenets with my advisor/advisee.

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Advisor Acknowledgement

Advisee Acknowledgement