

Student expectations of BBSP-affiliated research advisors

Faculty who mentor graduate students should commit the following to each PhD student in their group. Students and advisors should discuss these points and come to a mutual understanding of their expectations.

- **Take responsibility for understanding and creating a safe and respectful work environment**
 - Professional and respectful interactions
 - Student concerns taken seriously and addressed promptly
 - Adhere to applicable HR and University workplace policies (e.g. reporting)
- **Have reasonable and flexible expectations for research time vs. personal time**
 - Avoid demands for consistently excessive hours/day or days/week (incl. after-hours communication)
 - Typical schedules have reduced hours nights and weekends, some work off site
 - Reasonable vacation days, sick days, and holidays each year
 - Accommodation for unusual external demands on time (e.g. family care, life events)
- **Meet regularly with the student to discuss research and training progress**
 - Frequency determined for each advisor-student pair; avoid frequent cancellations
- **Be responsive to student requests for assistance, feedback, or information**
 - Reasonable turnaround times for manuscript drafts, posters, or talk feedback
 - Facilitate access to training and resources necessary for the project
 - Responsive to email queries in reasonable time during normal work hours
- **Provide opportunities for professional growth and visibility**
 - Speaking at departmental events, presenting at conferences, authorship opportunities, etc.
 - Opportunities are identified by the advisor and provided equitably
- **Accommodate trainee time for long-term career development and professional skill building**
- **Accommodate degree requirements and schedules**
 - Coursework, comprehensive exams, and other milestone requirements
- **Keep students adequately and accurately informed of their standing**
 - Any serious performance issues raised promptly with opportunity and guidance to correct them
 - Risks to student funding shared far in advance of any significant impacts
 - No termination from the lab without early notice and opportunity to address concerns

Students who feel that one or more of these expectations are routinely disregarded in a way that negatively impacts their research and academic progress or well-being can seek assistance and advice from program leaders. Those leaders include members of the thesis committee, the Director of Graduate Studies, the relevant Department Chair, Directors in the Office of Graduate Education, the Graduate School, and others.

Faculty expectations of BBSP-affiliated students

Faculty in BBSP affiliated programs can reasonably expect the following from their PhD students. Students and advisors should discuss these points and come to a mutual understanding of their expectations.

- **Contribute to a safe and respectful work environment**
 - Professional and respectful interactions
 - Work to resolve interpersonal issues that impact work
 - Be familiar with and follow applicable university workplace policies
- **Manage time effectively and be considerate of other lab members' time**
 - Attend meetings prepared to actively participate in discussions
 - Give sufficient time to read and provide feedback on student work (abstracts/posters/papers)
 - Meet deadlines agreed to with colleagues and communicate unexpected delays promptly
 - Respect the need for others' personal time
- **Keep the advisor informed of hurdles, concerns, attendance, or issues that impact performance**
 - Proactively communicate about routine attendance issues such as vacations or missed meetings
 - Communicate about roadblocks in the lab that impact progress
 - Share concerns about the work environment which require the advisor's attention
- **Actively engage in their own training and in their long-term career development**
 - Identify gaps in their expertise, troubleshoot experiments, analyze data, develop scientific writing skills, and think about their project with increasing independence each year
 - Read the literature and apply it to their project
 - Be the principal driver of their own career development
 - Balance career development activities with research responsibilities in consultation with the advisor
- **Keep the advisor updated about degree requirements and progress**
 - Students should be familiar with the requirements of their graduate program and keep their advisor informed of degree requirements and of the next steps for each milestone.
- **Regular attendance at scheduled lab and research meetings**
 - Minimize avoidable conflicts and missed meetings
- **Be responsive to advisor requests for feedback or information**
 - Check email on work days and respond to queries and requests in a reasonable time.
- **Consistently prioritize integrity and honesty**
 - Conduct experiments with rigor and report the results honestly
 - Follow recordkeeping practices established by the lab
 - Adhere to all established lab and safety protocols

Faculty who feel that one or more of these expectations are routinely disregarded in a way that negatively impacts research and academic progress or the well-being of the research group can seek assistance and advice from program leaders. Those leaders include members of the thesis committee, the Director of Graduate Studies, the relevant Department Chair, Directors in the Office of Graduate Education, the Graduate School, and others.