

Advising Agreement Between Graduate Students and Faculty

Graduate Student Commitment

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

- Be committed to my graduate education and will demonstrate this by my efforts in the classroom and in research settings.
- Continuously strive to be knowledgeable of past and current literature that impacts my area of research.
- Maintain a high level of professionalism, self-motivation, engagement, curiosity, and ethical standards.
- Meet regularly with my faculty/research advisor and provide him/her with updates on the progress and results of my activities and experiments.
- Work with my faculty/research advisor to develop a thesis/dissertation project which will include establishing and maintaining a timeline for each phase of my work.
- Work with my faculty/research advisor to select a thesis/dissertation committee which I commit to meeting with regularly and be responsive to their advice and constructive criticism
- Be knowledgeable about and comply with all requirements of the policies of my graduate program, the Graduate School, and institution with both the letter and spirit
- Maintain a detailed, organized, and accurate record of my research as directed by my advisor; I am aware that my original notes and all tangible research data are the property of SUNY Upstate but that I am able to take a copy of my notebooks with me after I complete my thesis/dissertation.
- Discuss policies on work hours, sick leave and vacation with my faculty/research advisor and notify my faculty advisor of any planned absences.
- Discuss policies on authorship and attendance at professional meetings with my faculty/research advisor.
- Work with my advisor to submit all relevant research results that are ready for publication in a timely manner.
- Attend departmental seminars and faculty research talks.

Faculty Advisor Commitment

I recognize that by accepting a student in my laboratory and serving as a mentor, I accept the following responsibilities:

- Be committed to mentoring the graduate student and to his/her education and training in an effort to prepare him/her as a future member of the scholarly community
- Aim to provide for every graduate student under my supervision an environment that is intellectually stimulating, emotionally supportive, safe, and free of harassment
- Be supportive, equitable, accessible, encouraging, and respectful, and foster the graduate student's professional confidence and encourage critical thinking, skepticism and creativity
- Be committed to helping plan and direct the research project of the graduate student, set reasonable and attainable goals, and establish a timeline for completion
- Be committed to meeting with the student on a regular basis and provide resources as appropriate or according to SUNY Upstate Medical University guidelines, in order for him/her to conduct thesis/dissertation research
- Be knowledgeable about, and guide the graduate student through, the requirements and deadlines of his/her graduate program as well as those of the SUNY Upstate Medical University
- Help the graduate student select a thesis/dissertation committee and ensure that this committee meets at least twice a year to review the graduate student's progress
- Facilitate the training of the graduate student in complementary skills needed to be a successful researcher; these may include oral and written communication skills, grant writing, lab management, animal and human research policies, the ethical conduct of research, and scientific professionalism
- Encourage the student to seek additional opportunities in career development training

- Discuss authorship policies regarding papers with the graduate student and 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
- Discuss intellectual policy issues with the student in regard to disclosure, patent rights and publishing research discoveries, when they are appropriate
- Encourage the graduate student to attend professional meetings and make an effort to help him/her secure funding for such activities
- Provide career advice and assist in finding a position for the graduate student following his/her graduation, while providing honest letters of recommendation for his/her next phase of professional development, and being accessible to give advice and feedback on career goals

Graduate Student Name

Signature

Date

Faculty Advisor Name

Signature

Date