

Document of Expectations Between Advisor and Graduate Student in the Plant Biology Graduate Program at MSU

As a graduate student in Plant Biology, you are working towards developing a dissertation that advances knowledge in foundational research, nurturing understanding of plant biology from molecules to ecosystems. To do this is a tremendous undertaking and so you are supported in this endeavor by a rigorous program that will require a high level of dedication and hard work.

The purpose of this form is to help all parties consider key tenets of healthy and productive student-mentor relationships. Thus, this form should be used as a tool to address potential questions and issues at all stages of the student-mentor relationship. **To help ensure your success and promote equitable mentoring practices within the graduate program, your advisor (or both if you are co-advised) and you will agree to the following document of expectations along with department guidelines and your lab-specific guidelines:**

Expectations for the Advisor:

1. Follow the guidelines of the University and the Plant Biology Graduate Program, even if they diverge from that of my department (for advisors in departments outside of PLB).
2. Provide timely guidance and support to the student in their research, academic, and career pursuits.
3. Meet regularly with the student to discuss their progress and provide feedback on their work.
4. Provide opportunities for the student to participate in professional development activities such as conferences, workshops, and seminars.
5. Assist the student in securing funding for their research and other academic activities.
6. Provide necessary accommodations for the student if needed due to accessibility issues or other needs as prescribed by Michigan State University in compliance with state and federal laws and regulations.

Expectations for the Graduate Student:

1. Follow the guidelines and policies of the University and the Plant Biology Graduate Program.
2. Be dedicated to their research and academic work and work diligently to complete their program in a timely manner.
3. Attend all scheduled meetings with their advisor, and provide regular updates on their progress.
4. Seek guidance and advice from their advisor and other faculty members as needed.
5. Participate in professional development activities such as conferences, workshops, and seminars.

Mutual Expectations:

1. Abide by the lab guidelines and expectations.
2. Maintain open and honest communication with each other.
3. Demonstrate professionalism and integrity in all academic and professional activities.
4. Be respectful of each other's time and commitments.
5. Set realistic and achievable goals for the student's academic and research progress.
6. Collaborate effectively to achieve those goals.
7. Address any concerns or issues that arise in a timely and respectful manner. This includes agreeing to communication avenues (i.e. through email only, slack, phone calls), communication times (i.e. no calls or emails after 6pm), meeting times and frequency (i.e. once a week at 2pm).
8. Discuss and agree on emergency protocols for physical, financial, and academic emergencies.
9. Discuss funding expectations and funding availability when the graduate student joins the lab. This discussion should occur thereafter at least once a year or more frequently as needed.
10. Discuss the [companion document for department and lab-specific expectations](#) (including guidelines and communication preferences).

We agree to abide by this compact to ensure a successful and productive graduate education experience in Plant Biology.

Printed Name Date

Signature

Advisor(s)

Printed Name Date

Signature

Graduate Student

Please complete and submit this form to the PLB Academic Program Coordinator, when you select your advisor.