

Document of Expectations Between Committee Member 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. To help ensure your success and promote equitable experiences within the graduate program, your committee members and you will agree to the following document of expectations:

As a committee member, I agree to:

1. Follow the guidelines of the University and the Plant Biology Graduate Program, even if they diverge from that of my department (for advisors of PLB students in different departments) or program affiliation.
2. Provide guidance and mentorship to the graduate student in their research and academic pursuits.
3. Attend committee meetings and actively participate in discussions about the student's progress and research.
4. Provide constructive feedback on the graduate student's work, including their thesis proposal and thesis drafts.
5. Help the graduate student develop their scientific and professional skills and preparation for their professional career.

As a graduate student, I agree to:

1. Follow the guidelines and policies of the University and the [Plant Biology Graduate Program Handbook](#) from the year I entered the program, unless any changes were approved.
2. Ensure that my committee members, including external members, are added to GradPlan and approved by the department and Grad School.
3. Communicate regularly with my committee members and provide updates on my progress.
4. Schedule and attend committee meetings to present about my progress and research.
5. Appoint a committee member to fill out the [Guidance Committee Report](#) ahead of time, taking care not to appoint the same committee member every year.
6. Consider the guidance and advice of my committee members regarding my research project and academic pursuits. Incorporate constructive feedback into my research project and academic and career pursuits.
7. Complete my research project in a timely manner and meet the expectations and goals set by my committee members.
8. Take responsibility for my academic and professional development, and seek out opportunities to enhance my skills and knowledge.

Both parties agree to:

1. Maintain open and honest communication with each other.
2. Treat each other with respect and professionalism.
3. Address any concerns or issues that arise in a timely and respectful manner.
4. Discuss and establish procedures for how committee meetings will be run and expected preparation before committee meetings.

Printed Name Date

Signature

Printed Name Date

Signature

Printed Name Date

Signature

Printed Name Date

Signature

Printed Name Date

Signature

Graduate Student

Committee Members

Please complete and submit this form to the Academic Program Coordinator, following your first committee meeting or anytime you add a new committee member.