

# Advising Agreement Between Graduate Students and Faculty

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| Graduate Student Name | Signature | Date |
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| Faculty Advisor Name | Signature | Date |
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## 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, career counseling services, thesis/dissertation committee, other advisors and mentors, and any other resources available for advice on career plans. I acknowledge that if I do not adhere to these guidelines, my advisor will bring this to my attention, and we will work to resolve any issues.

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
- Maintain a high level of professionalism, self-motivation, engagement, curiosity, and ethical standards
- Meet regularly with my faculty/research advisor and provide them with updates on the progress and results of my activities and experiments
- Attend and participate in laboratory meetings, seminars and journal clubs that are part of my educational program and of my research group
- 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
- Strive to meet established deadlines
- 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.
- 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 the University of Illinois 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 any fellow research group members in advance of any planned absences
- Work a minimum of 20 hours per week on my research if funded as a research assistant, and understand that I will likely work more hours in periods of major deadlines in order to complete my degree in a reasonable time
- 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
- Be a good citizen in the research group
- Use computational resources responsibly

## **Faculty Advisor Commitment:**

I recognize the possibility of conflicts between the interests of my own larger research program and the particular research goals of the graduate student, and will not let my larger goals interfere with the student's pursuit of their thesis/dissertation research. I acknowledge that if I have not adhered to these guidelines that the student has the option to seek opportunities to work in a different research group and under a different research advisor.

I pledge to do the following and will...

- Be committed to mentoring the graduate student and to their education and training in an effort to prepare them 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. This includes respecting appropriate boundaries, e.g., not requiring immediate responses to emails/text/calls outside of business hours
- Be supportive, equitable, accessible, encouraging, and respectful, 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. This includes giving constructive feedback on the student's progress, their strengths and weaknesses on an ongoing basis and after milestones such as the preliminary exam.
- Be committed to meeting with the student on a regular basis regarding their research, and provide resources as appropriate or according to University of Illinois guidelines
- Be knowledgeable about, and guide the graduate student through, the requirements and deadlines of their graduate program as well as those of the University of Illinois, including teaching requirements and human resources guidelines
- Help the graduate student select a thesis/dissertation committee and ensure that this committee meets at least annually, 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, human research policies, the ethical conduct of research, and scientific professionalism
- Refrain from requiring the graduate student to perform tasks that are unrelated to their training program or professional development.
- Encourage the student to seek additional opportunities in career development training
- Discuss authorship policies regarding papers with the graduate student, acknowledge their contributions to projects beyond their own research project, and work with the graduate student to publish their 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 them secure funding for such activities
- Provide advice and feedback on career goals, and assist in finding a position for the graduate student following their graduation by providing honest letters of recommendation, and alerting them to possible opportunities

*These guidelines are based on the Advising Agreement between Graduate Students and Faculty published by the Brown University Graduate School and on the Advisor/Student Agreement Template published by the Center for Professional Development Education at the Colorado School of Mines*