



ADVISING PLAN

September 2015

My goal as a research advisor is to facilitate a relationship of mutual respect and trust that fosters professional confidence and encourages critical thinking, skepticism, and creativity.

Specific commitments of me as a research advisor:

- 1) **I will be committed to mentoring you as a future member of the scholarly community.** I will strive to model professional responsibility, demystify graduate school, encourage the effective use of time, oversee professional development, and assist with finding other mentors.
- 2) **I will be committed to your research project.** I will help to plan and direct your project, set reasonable and attainable goals, and establish a timeline for completion of the project. I recognize the possibility of conflicts between the interests of my own larger research program and your particular research goals, and will not let my larger goals interfere with your pursuit of thesis/dissertation research.
- 3) **I will be committed to meeting with you on a regular basis.** I will meet with you on a weekly basis unless I am on travel. My door is open to unscheduled meetings during the week.
- 4) **I will be committed to providing resources for you in order for you to conduct thesis/dissertation research.** If there are resources you do not have access to, or I cannot provide, I will search alternative solutions.
- 5) **I will guide you through the requirements and deadlines of the graduate program as well as those of URI, including teaching requirements and human resources guidelines.**
- 6) **I will help you select a thesis/dissertation committee.** I will help assure that this committee meets at least annually (or more frequently if necessary) to review your progress.
- 7) **I will lead by example and facilitate your training in complementary skills needed to be a successful researcher.** Complementary skills may include oral and written communication skills, grant writing, lab management, animal and human research policies, the ethical conduct of research, and scientific professionalism. I will encourage you to seek additional opportunities in career development training.
- 8) **I will encourage you to attend professional meetings and make an effort to help you secure funding for such activities.** I will commit to funding one professional meeting for you if you are a MS student, and two if you are a PhD student, during your tenure in the lab.

Specific commitments of me as a research advisor (cont'd):

- 9) I will expect you to share common research responsibilities in your research group and to utilize resources carefully and frugally.
- 10) I will openly discuss authorship and intellectual policies regarding papers with you before the onset of projects and when they are appropriate. I will acknowledge contributions to projects beyond your own, and I will work with you to publish your work in a timely manner. I will discuss norms on authorship credit for the field and the extent to which I can assist in preparing work for submission to journals and conferences.
- 11) I will provide career advice and assist in finding a position for you following your graduation. I will provide honest letters of recommendation for your next phase of professional development. I will also be accessible to give advice and feedback on career goals.
- 12) I will try to provide an environment that is intellectually stimulating, emotionally supportive, safe, and free of harassment. Throughout your time in graduate school, I will be supportive, equitable, accessible, encouraging, and respectful.

As a graduate student I expect you to be self-directed, blaze your own trail, and devise a plan that keeps you on it.

Specific commitments of you as a graduate student:

- 1) Acknowledge that you have the primary responsibility for the successful completion of your degree. You will be committed to your graduate education and will demonstrate this by your efforts in the classroom and in research settings. You will maintain a high level of professionalism, self-motivation, engagement, curiosity, and ethical standards.
- 2) You will meet regularly with me and provide me with updates on the progress and results of your activities and experiments. You will be expected to take the lead in these meetings to ask any questions or talk about relevant material.
- 3) You will work with me to develop a thesis/dissertation project. This will include establishing a timeline for each phase of your work. You will strive to meet the established deadlines.
- 4) You will work with me to select a thesis/dissertation committee. You will commit to meeting with this committee at least annually (or more frequently if necessary). You will be responsive to the advice of and constructive criticism from your committee.
- 5) You will be knowledgeable of the policies and requirements of the Biological and Environmental Sciences (BES) graduate program, the Graduate School, and URI. You will commit to meeting these requirements, including teaching responsibilities.
- 6) You will attend and participate in relevant group meetings and seminars that are part of your educational program.
- 7) You will comply with all institutional policies, including academic program milestones. You will comply with both the letter and spirit of all institutional research policies (e.g. safe laboratory practices and policies regarding animal-use and human-research) at URI.

Specific commitments of you as a graduate student (cont'd):

8) You will be a good research citizen. You will agree to take part in relevant shared research group responsibilities and will use research resources carefully and frugally. You will be attentive to issues of safety and courtesy, and will be respectful of, tolerant of, and work collegially with all research personnel.

9) You will maintain a detailed, organized, and accurate records of your research, as directed by me. You are aware that your original notes and all tangible research data are the property of the lab and URI but that you are able to take a copy of your notebooks with you after you complete your thesis/dissertation.

10) You will consult with me and notify any fellow research group members in advance of any planned absences.

11) You will discuss authorship and attendance at professional meetings with me. You will work with me to submit all relevant research results that are ready for publication in a timely manner to internationally recognized peer-reviewed outlets. I expect you to take publishing seriously

12) You acknowledge that it is primarily your responsibility to develop your career following the completion of your degree. You will seek guidance from me, thesis/dissertation committee, other mentors, and any other resources available for advice on career plans.

Other general expectations:

Goals: I expect you to develop and share with me a work plan that includes a series of short-term and long-term goals, as well as the timeframe for reaching these goals. I will make sure your work plan meets the program's requirements and are feasible.

Thresholds: You may contact me on my cell phone at any time for emergencies, but academic matters past regular work hours should be addressed via email. Please let me know your preferences for mode of contact.

Assessments: I will give you an assessment of your general progress every six months. You can expect iterative feedback from me in terms of research and program progress. I will generally provide a response to your work within one week of receiving it and if not, you can remind me via email.

Drafts: I expect first drafts to have whole sections complete (e.g. Introduction, Discussion), or the entire paper/manuscript complete (including References and Figures/Tables), before they are submitted to me. I also suggest sharing your work first with a trusted peer or writing group.

* Document modified from a sample published by the Graduate Research, Education and Training group of the American Association of Medical Colleges.