

Graduate Research-Credit Expectations Agreement (Syllabus: BME 598/599/698/699)

This form is intended to provide a simple *student-initiated* framework to discuss and document expectations for semester research credits. Discussion and written documentation of expectations is the best practice for providing our students with an outstanding training environment, and is required by the Graduate School for all research credits.

This form is a contract between you and your faculty advisor. Please keep this for your own records. **The Grad Office does NOT need a copy.**

Student Name: _____

Date: _____

Faculty Mentor: _____

Semester/Year: _____

Course Number: _____

Number of Credits: _____

SECTION 1: Trainee Initiated Research Proposal and Research Expectations (Trainee to Complete):

1. Please provide a brief description of your proposed research objectives, including any personal goals you have, for this semester.¹

¹ Tip: Set realistic timelines based on previous experiences. Do not overestimate what you can achieve.

2. Please check all expectations that apply for this semester.

Literature Review:

Review and critically analyze related literature and document how it relates to the proposed project.

Technology Development:

Develop new technology related to the proposed project.

Theory and/or Analysis Development:

Develop new hypothesis.

Develop new quantitative analyses.

Improve existing quantitative analyses.

Data Collection:

Collect data in an ethical manner.

Maintain detailed, accurate, legible notes in a timely fashion.

Submit PACUC or IACUC protocol for data collection.

Collect meaningful pilot data for experiment design / technology development.

Collect meaningful data for dissemination.

Assist other lab members with data collection.

Data Analysis:

Conduct data analysis on previously collected data related to the primary subject of the research project

Conduct data analysis on data collected this semester

Interpret data analysis

Produce publication-quality figures documenting data analysis

Presentations:

Prepare poster or talk to disseminate your own research findings

Contribute to the dissemination of group research findings

Papers:

Prepare written dissemination of your own research findings

Contribute to the written dissemination of group research findings

Grant proposals and progress reports:

Prepare a fellowship or grant application base on your own thesis project

Prepare a progress report based on your own thesis project

Contribute to a grant proposal from your research group

Contribute to a progress report from your research group

Individual Development Plan (IDP)

create an IDP and discuss with mentor

update your IDP and discuss with mentor

Committee Meetings

Hold a Plan of Study committee meeting

Hold a Thesis-committee meeting

Hold your Prelim Exam

Hold a "Green-light for Defense" Thesis Committee meeting

Hold your Thesis Defense

Professional Development

- Networking
- Soft skills improvement
- Internship / Partnerships
- Teaching / Mentoring
- Leadership and Management
- Academic Courses

Work Life Balance

- Extracurricular Activities
- Vacation time.² Length and/or approximate dates: _____

Strategies to Improve Goals Achievement Based on Previous Performance:

3. If applicable, evaluate your research performance in the previous semester and analyze how you can improve to accomplish your goals this semester. Discuss your successful strategies, achievements and areas of improvement or areas where you might need help.

4. If applicable, please discuss mentoring/laboratory-management strategies that promote good performance and work environment, as well as areas of improvement, based on your previous experience.

² Students who are fiscal-year employees through the University receive paid leave for all official University holidays and accrue 22 days of paid vacation per fiscal year. For other types of contracts please check the corresponding information.

5. *Please discuss outside activities or strategies (wellness, self care, work life balance) that you engage in to prevent burnout and promote your well being.*

SECTION 2: Faculty Feedback and Comments (Faculty Mentor to Complete):

6. *(Confirm, modify as needed, and/or comment on the above trainee research proposal and expectations. Provide any additional comments on your expectations and suggested trainee goals.*

7. If applicable, discuss strategies to improve goals achievement based on the trainee’s previous performance. Highlight the successful strategies and suggest areas of improvements or alternative strategies.

Mentoring Commitments:

8. Please discuss reasonable expectations based on the needs of the trainee and the availability of the advisor. The recommended **minimum** requirements are to meet once a month, and revise and return documents within 4 weeks.

Regular one-on-one meetings will be held _____ (frequency) to discuss the progression of research. All documents that need revision will be returned on a _____ window on both parts.

9. Please discuss other mentoring commitments if necessary (i.e Group meetings, alternative mentors/mentees, communication strategies, etc.)

Grading

If the trainee’s progress is acceptable based on the expectations noted above for the semester, the trainee will receive a “satisfactory” grade for this term’s research.

If the trainee’s progress is unacceptable based on the expectations noted above, the trainee will receive an “unsatisfactory” grade for this term’s research.

Signatures

Graduate Student: I have discussed research-credit expectations for this semester with my faculty mentor and this form accurately documents these expectations.

_____ (Student Signature)

Date _____

Faculty Mentor: I have discussed research-credit expectations for this semester with this student and this form accurately documents these expectations.

_____ (Faculty Signature)

Date _____