

**Student Name:**

**Faculty Mentor:**

\_\_\_\_\_  
Signature & Date

\_\_\_\_\_  
Signature & Date

**FIRST YEAR PROJECT**

- Deadlines(e.g., to form committee, for proposal meeting, for various stages of the research, for final paper, for department talk)
- Recommendations and process for Committee selection
- Details of proposal meeting (e.g., proposal paper, nature of the proposal meeting) and final defense meeting (final paper, format for defense, etc)
- Authorship expectations for FYP

**DEPARTMENT AND GRADUATE SCHOOL**

- Coursework requirements (e.g., methodology, content, recommended courses)
- Brownbag (which to attend, presentations)
- Retention decision in Fall of second year
- Milestones in program (e.g., FYP, prelims, dissertation)
- Departmental awards for research and travel
- Resources (e.g., people, website)

**WORK, RESEARCH, AND LAB**

- Interpersonal style and work style
- Work load expectations
- Work policies (e.g., location to work, vacation, policies about breaks and summer)
- Responsibilities and expectations
- Expectations about appropriate level of independence
- General authorship policies/expectations
- Collaborating with other faculty
- Deadlines
- Policies and expectations about undergraduates (e.g., how to recruit RAs, expectations about grad mentorship of RAs, lab meetings or other training for RAs, etc)
- Professional development
- Presentations (expectations about frequency and timeline in department and/or conferences)
- Resources in laboratory (lab manager, chain of command)
- Meetings with mentor (frequency, format, how set up, etc)

**FUNDING**

- Funding expectations (first year, later years, fellowships, TA, RA)
- Expectations about workload and responsibilities associated with types of funding
- Expectations about Teaching (recommended, required, discouraged, specific course recommendations)

**ADDITIONAL NOTES (if needed):**

Return to Graduate Studies Mailbox by November 1<sup>st</sup>.