

Department of Physics and Astronomy Graduate Student Advising Contract

Student Name:

Faculty Advisor(s):

Graduate student commitment

I acknowledge that I have the primary responsibility for the successful completion of my degree. I will seek guidance from my research advisors, career counseling services, research mentoring committee, other advisors and mentors, and any other resources available for advice on career plans. I pledge to do the following:

- 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 research advisor(s) and provide them with updates on the progress and results of my activities and experiments
- Work with my research advisor(s) to develop an overall plan for my dissertation which will include establishing and maintaining a timeline for each phase of my work
- Meet with my research mentoring committee as required by the departmental guidelines and be responsive to their advice and constructive criticism
- Be knowledgeable about and comply with the policies and requirements of my graduate program and the Graduate School, in both letter and spirit.
- Maintain a detailed, organized, and accurate record of my research as directed by my advisor(s).
- Discuss policies on work hours, sick leave and vacation with my research advisors and notify them in advance of any planned absences
- Discuss policies on authorship, attendance at professional meetings, participation in professional development activities and funding with my research advisor(s),
- Work with my advisor(s) to submit all relevant research results that are ready for publication in a timely manner

Research 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 dissertation research. I pledge to do the following:

- Be committed to mentoring the graduate student on his/her research project.
- Provide for every graduate student under my supervision an environment that is intellectually stimulating, emotionally supportive, safe, and free of harassment.
- Outline expectations for working hours, vacation, and balance with other duties (including coursework and TA requirements).
- Arrange with the department for the appropriate office space and provide a suitable lab space if applicable.

- Be supportive, fair, available, encouraging, and respectful, and foster the graduate student's professional confidence and encourage critical thinking, skepticism and creativity.
- Be committed to helping plan and direct the dissertation research of the graduate student, set reasonable and attainable goals, and establish a timeline for completion
- Be committed to meeting with the student on a regular basis and provide resources as appropriate
- 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 Notre Dame including teaching requirements and human resources guidelines
- Assist the graduate student with any conflicts and misunderstandings that may arise, within the research group or other aspects of graduate student life, and connect the student to University resources as appropriate
- Ensure that the research mentoring committee meets at least once per year to review the graduate student's progress
- Facilitate the training of the graduate student in complementary skills needed to be a successful researcher, such as oral and written communication skills, the ethical conduct of research, and scientific professionalism
- Encourage the student to seek additional opportunities in career development training
- Discuss authorship policies regarding papers with the graduate student and acknowledge the graduate student's contributions to projects beyond their own, and work with the graduate student to publish their work in a timely manner
- Encourage the graduate student to attend professional meetings and make an effort to help them secure funding for such activities
- Provide career advice, professional development/networking opportunities, and honest letters of recommendation for their next career phase, and be accessible to give advice and feedback on career goals.

It is understood that sometimes questions or disagreement might arise about the things that have been agreed to here. If there are concerns, we agree to talk to one another. If discussing together does not resolve the issue, then we agree to consult with either the Department of Physics and Astronomy Director of Graduate Studies or the P&A Ombudsperson. (You can find information about how to contact these people by asking in the Dept. Office.) If you need help trying to figure out how to initiate such a conversation with your advisor or advisee, please contact the Dept. of P&A Ombudsperson for help. Further information about our conflict resolution process is spelled out in the Department of Physics and Astronomy Graduate Student Handbook (found in the graduate student section of the department website).

Signatures:

 [Student Name]
 Date: _____

 [Faculty Advisor Name]
 Date: _____