

## **Student, Mentor, and Program Responsibilities Immunology & Microbiology Master's Program**

Revised August 2024

The purpose of this document is to establish and clarify expectations and responsibilities that connect the three main partners in the educational program of master's students in the Immunology & Microbiology Graduate Program: the student, their mentor, and the program.

### **Student**

#### ***Responsibilities***

- Commitment: I am prepared to participate in an intensive learning experience that will develop personal, professional, and scientific skills that will provide a solid foundation for my future endeavors.
- I will abide by procedural and ethical guidelines provided by the university and by my mentor.
- I will read and become familiar with the Immunology & Microbiology Program Handbook.
- I will keep all required training for my research updated (IACUC, IBC, RSC, etc.).
- I will work with my mentor to forge and execute a suitable project for dissertation work.
- I will work regular hours in the laboratory that will be consistent with completing thesis research within 2 years.

### **Mentor**

#### ***Responsibilities***

- I will provide an environment that is rich in educational opportunities that connect to and extend from the specific research project conducted by the Student.
- I will provide regular and ongoing advice and guidance related to career development, including participation in development of the Student's annual Individual Development Plan.
- I will provide research resources including financial support that will enable the Student's dissertation work to stand as a state-of-the-art scientific training experience.
- I will read and become familiar with the Immunology & Microbiology Program Handbook.
- I will abide by procedural and ethical guidelines provided by the Immunology & Microbiology program and the university.
- I will help to guide my student through to the completion of their thesis work by providing regular, at least weekly, insight into their project. For example, at weekly lab meetings.
- I will be available for regular one-on-one meetings with my student. The frequency of these will be agreed upon by student and mentor.
- I will provide an environment that is conducive to the overall growth of the student and free from toxic workplace behavior.
- My commitments to or involvements with institutions outside the department will not supersede my responsibilities as a mentor.
- I will support my Student's active participation in the Department's scientific and social activities.
- I will give my Student opportunities to present his/her research at scientific conferences, both locally and nationally/internationally.

- I will support my Student in preparing the required oral presentation of their research in the second year within the department. This includes speaking about unpublished data and research in progress.
- In the first year of the graduate program, the Student is expected to focus on excelling in the course work, completing short research rotations to decide upon a laboratory for thesis research, and beginning work in that laboratory in the second semester. Expectations for time in the lab for Master’s students must be tempered by the fact that these students are paying for their education and many hold outside, full time jobs.
- I will allow my Student to take time off from lab work for university holidays, a minimum of 10 vacation days per year, and other valid reasons with advance notice. Down time is essential for mental health and will lead to better productivity.

**Program**

***Responsibilities***

- Will ensure that Program rules and guidelines are consistent with policies of the WSU Graduate School.
- Will respond quickly to problems that arise with respect to Program procedures, administrative matters, classroom experiences, the student-mentor-relationship, and other activities and relationships that connect to Program activities.
- Will ensure that the Immunology & Microbiology Program Handbook is usefully informative, up-to-date, and accessible.
- Will act as a resource and sounding board for Student and Mentor if difficulties arise.
- All issues involving students will be handled on a case-by-case basis with the aim of the resolution to be in the student's best interest.
- Any changes to the Program will be directly communicated to all students and mentors prior to their implementation.

Student name	Signature	Date

Mentor name	Signature	Date

Program Director name	Signature	Date

*Nothing in this document supersedes other guidance, rules, or regulations established by the Graduate School or the Provost’s Office.*