

## **Student, Mentor, and Program Responsibilities Immunology & Microbiology Ph.D. 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 Ph.D. 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 treat my educational experience as a full-time job in terms of hours worked (typically 40+ hours per week.) This can be modified if mutually agreed to by the Student and Mentor.
- I will not accept outside employment.
- 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.

### **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 dissertation 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 yearly oral presentations of their research 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 and completing research rotations to decide upon a laboratory for dissertation research. A reasonable expectation for lab work during a rotation is 12-15 hours per week.
- After passing Prelim examinations, I will expect my Student to work full time in the laboratory but not excessively so. 40 hours per week is a reasonable minimal expectation. 60+ hours per week is unreasonable.
- 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.*