

Advising Agreement between WILD Graduate Students and Faculty AY26-27

Student Name:

Date:

Degree program:

Faculty Advisor:

This agreement is designed for all graduate students in WILD and their advisors. Advisors may also have lab-specific agreements.

GRADUATE STUDENT COMMITMENT

I acknowledge that I have the primary responsibility for the successful completion of my degree. I will seek guidance from my major advisor, career counseling services, thesis/dissertation supervisory committee, other advisors and mentors, and any other available resources. I will do the following:

- take initiative in my graduate education, demonstrated by my efforts in research, lab, field, and classroom settings.
- be professional, self-motivated, engaged in my learning, curious, and maintain high ethical standards.
- schedule regular meetings with my major advisor and provide them with updates on the progress and results of my research, field, lab, and classroom activities. This may include regular lab meetings.
- work with my major advisor to develop a thesis/dissertation project which will include creating and maintaining a timeline for each phase of my work.
- work with my major advisor to select a thesis/dissertation supervisory committee, communicate with my supervisory committee regularly, and be responsive to their input.
- work with my advisor to know when to seek out expert advice, additional training, or other opportunities.
- be knowledgeable about and comply with requirements related to my graduate program, the Graduate School, including timelines required by the Graduate School for Program of Study, committees, my defense, in-state tuition, and other requirements.
- maintain a detailed, organized, and accurate record of my research as directed by and shared with my advisor. I am aware that my original notes and all research data are the property of Utah State University and/or research sponsor. While I can take a copy of my notebooks and data with me after I complete my thesis/dissertation, I cannot distribute these data or use these data in other analyses without the written permission of my advisor and any other Principal Investigator.
- ensure that my data, metadata, and analyses will be interpretable and available to my advisor during my studies and organized before graduating.
- discuss policies on work hours, sick leave, and vacation with my major advisor and notify them in advance of the specific days of absence from the office by email and in person.
- take needed safety training, read and follow the lab safety plan, and conduct my work and activities, including anyone I may supervise, safely and responsibly.
- take the course called Responsible Conduct of Research early in my program at USU.
- discuss policies on authorship and attendance of professional meetings with my major advisor.
- discuss expectations around use of generative AI technologies.
- discuss with my advisor mutual expectations for timely feedback to emails, questions, and edits to documents.
- work with my advisor to submit all relevant research results that are ready for publication in a timely manner.
- acknowledge that graduate study should be treated as a full-time endeavor, spending a full, professional work-week on a combination of classes, my own research, and those tasks assigned pursuant to teaching and research assistantships.

FACULTY ADVISOR COMMITMENT

I acknowledge that I play a pivotal role in a graduate student I advise receiving their degree. I will provide guidance and support in the student's pursuit of their thesis/dissertation research. I will do the following:

- be committed to mentoring the graduate student in research, education, and other training.
- aim to provide for every graduate student under my supervision an environment that is intellectually stimulating, emotionally supportive, safe, and free of harassment.
- be supportive, equitable, accessible, 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 research project of the graduate student, set reasonable and attainable goals, and help establish a timeline for completion.
- be committed to meeting with the student regularly and make efforts to provide resources as appropriate for them to conduct their thesis/dissertation research.
- ensure I check-in with the student if they have not been present for our agreed communication schedule and make them aware of student resources (e.g., CAPS, SNAC) that can be used as needed.
- guide the student through the requirements and deadlines of WILD and the Graduate School.
- help the graduate student select a thesis/dissertation supervisory committee and ensure that this committee meets when needed to review the graduate student's progress.
- facilitate the training of the graduate student in skills needed to be a successful researcher. These may include oral and written communication skills, grant writing, lab management, animal and human research policies, the ethical conduct of research, outreach, and scientific professionalism.
- encourage the student to seek additional opportunities in career training.
- discuss expectations around use of generative AI technologies.
- discuss authorship policies regarding papers with the student and work with the student to publish their work in a timely manner.
- discuss intellectual policy issues with the student regarding disclosure, patent rights, and publishing research discoveries, when they are appropriate.
- encourage the graduate student to attend professional meetings and try to help them secure funding for such activities.
- provide career advice for the graduate student following their graduation, while providing honest letters of recommendation for their next phase of professional development and be accessible to give advice and feedback on career goals.
- ensure access to appropriate safety plans, training, and needed safety equipment.
- communicate limitations of funding relating to the graduate student stipend and research-related funding that may be dictated by the funding sources.

Graduate Student Name

Signature

Date

Faculty Advisor Name

Signature

Date