

Graduate Research-Credit Expectations Agreement (BME 598/599/698/699)

This form is intended to provide a simple *student-initiated* framework to discuss and document expectations for semester research credits. Discussion and written documentation of expectations is the best practice for providing our students with an outstanding training environment.

This form is a contract between you and your faculty advisor. Please keep this for your own records. **The Grad Office does NOT need a copy.**

Student Name: _____

Date: _____

Faculty Mentor: _____

Semester/Year: _____

Course Number: _____

Number of Credits: _____

SECTION 1: Trainee Initiated Research Proposal and Research Expectations (*Trainee to Complete*):

1. Please provide a brief description of your proposed research objectives, including any professional goals you have, for this semester.¹ Include enough specifics to evaluate metrics of success and timeline for completing objectives.

¹ Tip: Set realistic timelines based on previous experiences. Do not overestimate what you can achieve.

2. Please check all expectations that apply for this semester.

Literature Review:

___ Review and critically analyze related literature and document how it relates to the proposed project.

Technology Development:

___ Develop new technology related to the proposed project.

Theory and/or Analysis Development:

___ Develop new hypothesis.

___ Develop new quantitative analyses.

___ Improve existing quantitative analyses.

Data Collection:

___ Collect data in an ethical manner.

___ Maintain detailed, accurate, legible notes in a timely fashion.

___ Submit PACUC or IACUC protocol for data collection.

___ Collect meaningful pilot data for experiment design / technology development.

___ Collect meaningful data for dissemination.

___ Assist other lab members with data collection.

Data Analysis:

___ Conduct data analysis on previously collected data related to the primary subject of the research project

___ Conduct data analysis on data collected this semester

___ Interpret data analysis

___ Produce publication-quality figures documenting data analysis

Lab Community/Collaboration:

___ Collaborate within your research group

___ Collaborate outside of your research group

___ Contribute to a well-functioning lab

Presentations:

___ Prepare poster or talk to disseminate your own research findings

___ Contribute to the dissemination of group research findings

Papers:

___ Prepare written dissemination of your own research findings

___ Contribute to the written dissemination of group research findings

Grant proposals and progress reports:

___ Prepare a fellowship or grant application base on your own thesis project

___ Prepare a progress report based on your own thesis project

___ Contribute to a grant proposal from your research group

___ Contribute to a progress report from your research group

Committee Meetings

___ Hold a Plan of Study committee meeting

___ Hold a Thesis-committee meeting

___ Hold your Prelim Exam

___ Hold a Thesis Committee meeting to ensure readiness for defense

___ Hold your Thesis Defense

Individual Development Plan (IDP)

- ☐ Create an IDP and discuss with mentor
- ☐ Update your IDP and discuss with mentor

Professional Development

- ☐ Networking
- ☐ Soft skills improvement
- ☐ Internship / Partnerships
- ☐ Teaching / Mentoring
- ☐ Leadership and Management
- ☐ Academic Courses

Strategies to Improve Goals Achievement Based on Previous Performance:

3. If applicable, evaluate your research performance in the previous semester and analyze how you can improve to accomplish your goals this semester. Discuss your successful strategies, achievements and areas of improvement or areas where you might need help.

4. If applicable, please discuss mentoring/laboratory-management strategies that promote good performance and work environment, as well as areas of improvement, based on your previous experience.

5. Please discuss outside activities or strategies (wellness, self care, work life balance) that you engage in to prevent burnout and promote your well being.

SECTION 2: Faculty Feedback and Comments (*Faculty Mentor to Complete*):

6. (Confirm, modify as needed, and/or comment on the above trainee research proposal and expectations. Provide any additional comments on your expectations and suggested trainee goals including expectations for time management.

7. *If applicable, discuss strategies to improve goals achievement based on the trainee's previous performance. Highlight the successful strategies and suggest areas of improvements or alternative strategies.*

Mentoring Commitments:

8. *Please discuss reasonable expectations based on the needs of the trainee and the availability of the advisor. The recommended **minimum** requirements are to meet once a month, and revise and return documents within 4 weeks.*

Regular one-on-one meetings will be held _____ (frequency) to discuss the progression of research. All documents that need revision will be returned on a _____ window on both parts.

9. *Please discuss other mentoring commitments if necessary (i.e Group meetings, alternative mentors/mentees, communication strategies, etc.)*

10. *Please discuss time commitments including time off, working from home, etc.*

Grading

If the trainee's progress is acceptable based on the expectations noted above for the semester, the trainee will receive a "satisfactory" grade for this term's research.

If the trainee's progress is unacceptable based on the expectations noted above, the trainee will receive an "unsatisfactory" grade for this term's research.

Signatures

Graduate Student: I have discussed research-credit expectations for this semester with my faculty mentor and this form accurately documents these expectations.

_____ (Student Signature)

Date _____

Faculty Mentor: I have discussed research-credit expectations for this semester with this student and this form accurately documents these expectations.

_____ (Faculty Signature)

Date _____