Graduate student expectations

To foster a productive and collaborative working relationship, I would like to clearly outline my expectations for our work together. This is a living document that will be updated as needed.

What you can expect from me

* **Timely Communication:** I will respond to emails or texts within 48 hours during weekdays.
* **Constructive Feedback:** You can expect thorough and timely feedback on drafts of projects, theses, or any other academic materials.
* **Academic Advising:** I will offer advice on course selection and other academic-related matters to support your progress.
* **Academic and Career Support:** I will support your career and academic goals, providing guidance and opportunities for professional development.
* **Research Opportunities:** I will provide you with opportunities to attend conferences and co-author papers, contingent on your commitment, the quality of your work, and your contributions.
* **Reasonable Accommodations:** I will make reasonable accommodations for personal challenges, understanding that life circumstances can impact academic work.
* **Annual Review:** I will meet with you at the end of each year (or semester) to assess progress, set new goals, and address any issues in the mentor-mentee relationship.

What you cannot expect from me

* **After-Hours Communication:** I will not respond to emails or texts after 9 PM, on weekends, or on holidays. Please plan your communication accordingly.
* **After-Hours Review:** I will not review materials (e.g., thesis drafts) after 9 PM, on weekends, or on holidays. Adherence to agreed-upon deadlines is crucial to avoid delays in your progress.
* **Reminders:** I will not send reminders for submitting work or scheduling meetings. You are responsible for managing your deadlines and commitments.
* **Last-Minute Requests:** I will not accommodate last-minute requests (e.g., letters of recommendation) unless under extraordinary circumstances.
* **Unearned Opportunities:** Opportunities like publications or conference presentations must be earned based on your contributions.
* **Authorship Credit:** I reserve the right to adjust authorship roles if significant editing or work is done on my part (this includes your thesis project or other program requirements). Credit will be given fairly based on contributions.
* **Classwork Feedback:** I will not provide feedback on classwork unless I am the instructor or advisor as required by the class.
* **Unfamiliar Topics:** I will not provide guidance on topics or analyses outside my expertise.
* **Project Completion Guarantee:** I cannot guarantee the completion of your thesis or dissertation if you lack motivation, ability, time, or fail to adhere to deadlines.
* **Unrealistic Accommodations:** I will not make accommodations that are unrealistic given your work schedule or personal circumstances.

What I expect from you

* **Timely Responses:** Respond to my emails (or emails to fellow students and collaborators) within 24 hours.
* **Meeting Attendance:** Attend all scheduled lab meetings unless otherwise arranged in advance.
* **Mentorship:** Assist in mentoring undergraduates and junior graduate students in my lab, contributing to a collaborative and supportive environment.
* **Advance Notice:** Provide at least two weeks’ notice for any letters of recommendation or similar requests.
* **Feedback Implementation:** Address all of my feedback in full before seeking additional feedback. This ensures progress and clarity in our work.
* **Project Management:** Stay on track with projects we are working on together, meeting deadlines and following through on commitments.
* **Project Ownership:** If you choose to take on a project on a topic, methodology, or statistical program with which I am not familiar, take full responsibility for doing the background reading, training, and execution.
* **Collaborative Contribution:** Contribute actively to collaborative projects. If you are a co-author on a manuscript, for example, you are expected to participate in revisions, attend project meetings, and fulfill your role. If unsure, always ask for clarification.
* **Prioritization of Work:** If you decide to work with another faculty member or on another research project, consult with me first and prioritize our work together.
* **Quality of Work Submission:** I expect that any work you submit to me is thoroughly reviewed and of high quality. Please ensure that your work has been proofread, and consider having a peer review it before sending it to me.
* **Document Sharing:** Use Microsoft office to share documents with me. I will not provide feedback on Google Docs or PDF versions.
* **Proactive Problem-Solving and Resourcefulness:** It is your responsibility to proactively seek out the resources you need and to find solutions to challenges as they arise.
* **Professional Growth:** Proactively seek out additional training, workshops, or seminars to enhance your skills and knowledge.
* **Work-Life Balance:** Maintain a healthy work-life balance, managing your time effectively to avoid burnout.