

**Graduate Student Responsibilities**

- I acknowledge that I have the primary responsibility for the successful completion of my degree, including committing to my coursework, teaching, thesis research and writing, and other academic and professional activities.
- I have discussed and understand the preferred means of communication with my mentor and will schedule regular meetings.
- I will work with my mentor to develop a thesis/dissertation project and a timeline for each phase of the project.
- I will work with my mentor to select a thesis/dissertation committee with whom I will meet regularly and whose feedback and advice I will seek.
- I have discussed and understand expected hours of operation as well as policies regarding time off for illness, vacation, family obligations, and other foreseeable needs.
- I have discussed and understand the policies and expectations on authorship and the mutual responsibilities for writing, sharing, and returning drafts of manuscripts.
- I have discussed and understand the policies on attending and presenting research findings at professional meetings.
- I will remain knowledgeable of and comply with the policies and requirements of my graduate program, the Graduate School, and Yale University.
- I will explore career options, define my career goals, and seek opportunities to develop the skills necessary for a future career.
- I have discussed and understand the processes for maintaining research records and acknowledge that original notes, data files, and research materials belong to Yale University. I may retain copies of my notes and data upon completing my degree.
- (Where applicable) I have discussed and understand the responsibilities of being a member of this research group, including the use and maintenance of equipment and resources, respectful and inclusive behavior, and active participation as a member of a team.

**Mentor Responsibilities**

- I will provide an environment that is intellectually stimulating, emotionally supportive, safe, equitable, and free of harassment to help foster my student's development as a scholar or scientist.
- I will schedule regular meetings with my student to discuss progress, communicate regularly with my student, and note any limitations to my availability.
- I will work with my student to design a thesis/dissertation project and help develop a timeline for completion of the project.
- I will help my graduate student select a thesis/dissertation committee that will meet on a schedule set by the graduate program and whose ideas and suggestions for the student I will respect.
- I have discussed expected hours of operation and policies on time off and understand the time accommodations my student may need.
- I have discussed authorship policies and expectations and agree to review manuscript drafts in a timely manner and provide constructive criticism.
- I will encourage my student to attend and present research at professional meetings and will make an effort to secure and facilitate funding for such activities.
- I will be knowledgeable of and assist my student in meeting the requirements and deadlines of the graduate program, Graduate School, and Yale University.
- I will promote the training of my student in professional skills needed for a successful career, create an environment in which the student can discuss and explore career opportunities, and be supportive of career choices.
- (Where applicable) I have detailed the processes for maintaining research records and will provide the resources (notebooks, server space, etc.) to compile and store research data.
- (Where applicable) I have discussed the responsibilities of being a member of my research group, including the use and maintenance of equipment and resources, respectful and inclusive behavior, and active participation as a member of a research team.