

## Graduate Student and Faculty Expectations Checklist

The following are topics that graduate students and faculty should discuss either before accepting an offer from UNC, before entry into the lab (MCDB during rotations), or during the orientation meeting after joining a lab (EEOB). Students are recommended to take notes and present the notes to the faculty member after the meeting to ensure that there is no accidental miscommunication during the discussion.

- Frequency of student-PI meetings, or whether meetings are recommended/required
- Normal work-week expectations
  - This can include a total number of hours expected or whether the PI requires the student to work during normal work hours as opposed to night/weekend hours.
  - Do these expectations change when a student is serving as a TA vs. an RA?
- Leave allowance and request process
  - Does student need to formally/informally request leave or just inform the PI of their absence?
- Stipend details
  - Should students be prepared to TA each year? Pay their own fees? Summer pay?
- Grant submission requirements
  - Is the student expected to apply for external funding for their research expenses?
- Professional meetings/conference requirements
  - Is student expected to attend and pay for their own attendance? Protocol for deciding which meetings to attend?
- Undergraduate mentoring
  - Should student be prepared to mentor one or more undergraduates?
  - How should the students ask for undergraduate assistance on their research project?
- Project management
  - Will student be asked to participate in projects that are not related to their dissertation?
- What guidelines should be followed if the expectations by students or the PI need to be revised?
- Communication
  - How does the student/mentor prefer to be contacted? (email, phone, in person)
  - How quickly can the student expect the mentor to respond to communications?
  - What are the communication expectations during extended leave on either end (e.g. sabbatical, maternity leave, etc.)
- Academic progress
  - Does the PI expect student to follow the recommended guidelines/timeline presented by the Biology Department? Consequences for a delayed graduation?
  - What course load or specific courses are expected beyond the standard requirements?

- Project data and authorship
  - How can the mentor use the student's dissertation-related data?
    - Data is owned by the University, but how can the PI control how it is used/distributed?
  - What guidelines should students follow for distributing/discussing unpublished data to/with colleagues?
  - What are the PI's authorship rules?
  - How many publications does the PI request the student have in order to graduate (i.e. more than the 1 publication that is required?).