**Graduate Program Agreement for Major Professor and Graduate Student**

**Program:** Cell and Molecular Biology Graduate Program

This agreement sets forth mutual expectations and responsibilities for the mentorship and advisor relationships between the Major Professor and Graduate Student in the Cell and Molecular Biology graduate program. The purpose of the relationship agreement is to create a collaborative, supportive, and productive academic and research environment that fosters professional growth and academic success.

**1. Role and Responsibilities of the Major Professor**

The Major Professor agrees to provide the following resources, guidance, and support to the Graduate Student:

**Academic and Research Support**

* **Guidance in Research:** Provide direction in designing, conducting, and analyzing research aligned with program goals and the student's research interests.
* **Resource Availability:** Ensure access to necessary resources, including laboratory space, equipment, and materials.
* **Training and Development:** Support development in relevant techniques, methodologies, and tools in Cell and Molecular Biology.
* **Mentorship in Ethics and Compliance:** Guide compliance with research ethics, including Institutional Review Board (IRB) approvals and laboratory safety protocols.

**Feedback and Evaluation**

* **Regular Progress Reviews:** Conduct evaluations on the student’s progress at least once per semester and provide constructive feedback for improvement.
* **Thesis and Publication Guidance:** Assist in the preparation, review, and submission of thesis, manuscripts, grant applications, and conference presentations.
* **Co-Authorship Criteria:** Determine co-authorship for publications based on significant contributions by the student in experimental design, data collection, analysis, and/or manuscript preparation.

**Professional Development**

* **Networking Opportunities:** Facilitate opportunities for the student to attend conferences, workshops, and professional meetings.
* **Career Advice:** Provide guidance on career paths, job applications, and post-graduate opportunities.

**2. Responsibilities and Expectations of the Graduate Student**

The Graduate Student agrees to engage in the following activities as part of their academic and research training:

**Research Commitments**

* **Research Dedication:** Dedicate a minimum of [20-30 hours] per week to research, adjusting as necessary to meet research objectives and project milestones.
* **Independence and Initiative:** Take initiative in designing and conducting experiments, data analysis, and troubleshooting.
* **Publication Contribution:** Contribute meaningfully to all stages of research publications, including experimental design, data analysis, and manuscript writing, to qualify for co-authorship.

**Academic Progress**

* **Coursework Completion:** Fulfill all program coursework requirements and maintain good academic standing. Regularly update the Major Professor on achievements and problems regarding coursework.
* **Meeting degree and program requirements.** Keep up-to-date on program requirements and communicate with Major Professor on requirements for committee meetings, candidacy examinations, and final defenses. The student is responsible for knowing the requirements and working with the Major Professor to meet all deadlines and processes.
* **Presentation of Research:** Prepare presentations for lab meetings, seminars, and conferences as scheduled and participate in group discussions.
* **Professional and Ethical Conduct:** Uphold ethical standards and program policies in research and academic settings.

**3. Co-Authorship on Publications**

To qualify as a co-author on publications, the Graduate Student must meet the following criteria:

* **Substantive Contribution:** Provide substantive contributions to the research process, including experimental design, data collection, and analysis.
* **Active Participation in Writing:** Participate actively in drafting, revising, or editing the manuscript.
* **Adherence to Deadlines:** Complete assigned tasks in a timely manner to ensure timely publication of results.

The Major Professor will retain discretion over final authorship order and recognition based on contribution levels, while respecting academic standards for fair authorship credit.

**4. Effort and Time Commitment**

The Graduate Student is expected to dedicate a minimum of [20-30 hours] per week to research, with adjustments possible during key phases of the research, such as data collection or manuscript preparation. This time commitment is necessary to complete the program in a timely manner and to achieve research goals. The Major Professor will support flexible scheduling when possible to accommodate coursework and professional commitments.

**5. Communication and Meetings**

To maintain productive and clear communication, the following meeting schedule is agreed upon:

* **Weekly One-on-One Meetings:** The Major Professor and Graduate Student will hold a dedicated one-on-one meeting each week to discuss research progress, challenges, and next steps.
* **Monthly Group Meetings:** The Graduate Student will participate in lab group meetings to discuss updates with other team members and receive additional feedback.
* **Annual Progress Review:** A formal review will occur once per year, in which progress, goals, and timelines for thesis completion are discussed and documented.

Communication outside of scheduled meetings will primarily be through email, with responses expected within 48 hours unless otherwise noted.

**6. Amendments and Revisions**

This agreement may be reviewed and updated annually or as needed to reflect the evolving nature of the student’s research and academic goals. Any modifications must be mutually agreed upon and documented.

By signing this document, both parties agree to uphold the responsibilities outlined above, fostering a collaborative, respectful, and productive mentorship relationship.

**Parties and Signatures:**

Printed Full Name Signature

* **Major Professor**:
* **Graduate Student**:

**Date of Agreement:** \_\_/\_\_/\_\_\_\_

A copy of the final signed document will be provided to the director of the Cell and Molecular Biology graduate program and may be shared with the academic department of the Major Professor.