

## Graduate Advising Topics & Expectations (GATE)

### Suggested points of discussion for graduate students and their advisors:

The purpose of this document is to promote the smooth completion of graduate degree programs by enhancing communication and helping align expectations between graduate students and their advisors and/or mentors. Addressing the suggested points for discussion at the earliest stages of mentoring relationships is likely to foster a conflict-free culture of open and effective communication. Both advisors/mentors and graduate students may use this checklist to clarify responsibilities, expectations, and processes. It is by no means intended to be an exhaustive list.

### Program Structure & Expectations

- Course requirements
- Qualifying exams
- Foreign language exams/requirements
- Publications
- Departmental colloquia
- Department committees
- Expected degree timeline
- Progress report assessment
- Vacation
- Sick/personal leave
- Role of graduate program director

### Institutional Policies

- IRB (Institutional Review Board) compliance
- IACUC (Institutional Animal Care and Use Committee) compliance
- Graduate Student Handbook key policies
- Plagiarism
- Financial resources
- Research Assistant (RA)/Teaching Assistant (TA) funding

## **Advisor-Advisee Relationships**

- Communication
  - o Methods of communication
  - o Frequency of meetings
- Feedback procedures
- Research support

## **Community Resources**

- ARC (Academic Resource Center)
- ESL (English as a Second Language)
- Tufts Career Center
- CELT (The Center for the Enhancement of Learning and Teaching)
- Grievance channels
- Libraries (Tisch Library, the Lilly Music Library, SMFA Library, Fletcher Library)
- Alumni Association
- Graduate Student Council
- Dean's Office at GSAS or SOE
- Counseling Center
- International Center

## **Peer Relations**

- Lab team structure
- Mutual respect and collaboration
- Departmental Graduate Student Organizations
- Complaint mechanisms

## Research

- Research timeline
- Training needs
- External funding
- Publications
  - Conferences
  - Journals
- Authorship
- Selecting thesis/dissertation topic
- Selecting thesis/dissertation committee
- Thesis/Dissertation review process
- Lab schedule
  - General schedule
  - Common weekly tasks
- Safety requirements and policies
- Ethical & integrity standards
- Intellectual property policies
- Lab notebooks
- Research data
- Lab cleanliness, safety, frugal use of resources
- Workload
- RA feedback
- Graduate Research Excellence At Tufts (GREAT program)

## Teaching

- Pedagogical training
- Course timeline expectations
- Teaching opportunities and expectations
- TA office hours
- Family Educational Rights and Privacy Act (FERPA) issues
- Workload
- TA evaluations
- Graduate Institute For Teaching (GIFT program)

## Professional Development

- Graduate Professional Development Workshops
- Networking opportunities
- Attending conferences/scientific meetings
- Grant writing opportunities
- Teaching portfolio
- Letters of recommendation
- Feedback on career goals
- Notation of Development (NOD)