

Statement of Mutual Expectations for NACS Students and Advisors

For the Period: Fall 2021 through Summer 2022

Student: _____

Advisor: _____

This Statement of Mutual Expectations (SME) is intended to describe and clarify the duties, responsibilities, and procedures that make for a productive relationship between student and advisor. The advisor and student should meet to discuss and complete the SME digitally.

The Graduate School's policies governing graduate education at the University of Maryland, College Park, are available at <https://academiccatalog.umd.edu/graduate/>.

Please circle or bold appropriate answers and respond where necessary.

1. What are the student's duties?
 - a. Conduct research related to dissertation.
 - b. Learn while assisting others in research that will not be in the student's dissertation.
 - i. If so, will authorship be granted?
 - c. Train others in the lab.
 - i. If so, how many hours per week?
 - d. Perform duties that involved lab maintenance and function (i.e., cleaning, ordering, etc.). If so, list duties:
 - e. Course teaching (e.g., TA; give lectures).
2. Who does the student report to first for technical help (i.e., conduct of experiments, analysis, statistics)?
 - a. Advisor
 - b. Post-doc
 - c. Grad student
 - d. Lab tech
 - e. Self-taught (i.e., read manual, online learning, workshops, etc.)
3. Who does the student report to first for big picture research questions (i.e., design of experiments, preparation of grants, papers and NACS milestones, and obtain knowledge of your field)?
 - a. Advisor
 - b. Post doc
 - c. Grad student
 - d. Lab tech
 - e. Self-taught (i.e., read manual, online learning, workshops, read literature, etc.)
4. The student will respond to the advisor's communications (e.g., email) within:
 - a. 1 business day
 - b. 2 business days
 - c. Other:
5. The advisor will respond to the student's communications (e.g., email) within:

- a. 1 business day
 - b. 2 business days
 - c. Other:
6. What is the expectation for the advisor to provide feedback to the student on written work? What kind of response turnaround time for feedback on written work should the student expect?
- a. 1 week
 - b. 2 weeks
 - c. Other:
7. What paper and/ or conference submission deadlines should be met this year and when? Please list. If additional deadlines arise, please document in writing (e.g., email)

Scheduling (e.g., work hours, meetings, vacation and holiday procedures)

1. How much advance time is typically necessary for the student to request time off? (excluding illness, family leave, emergencies, jury duty, etc.)
 - a. 2 weeks
 - b. 1 week
 - c. Less than a week: How many days?
 - d. More than 1-2 weeks: How many?
2. Is the student expected to work during holiday breaks, spring break, winter term and summer term? If yes, how much and when?
3. How often will the student and advisor meet or communicate remotely?
 - a. At least weekly
 - b. Bi-Weekly
 - c. Monthly
4. Can reading, analysis and writing be done remotely? Yes or No?
5. Is the student expected to communicate over the weekend? Yes or No?
6. For each term below, what are the goals and responsibilities of the student, and how much time should be dedicated to each per week?
 - a. Fall:
 - b. Winter:
 - c. Spring:
 - d. Summer:

Note that per Graduate School Guidelines, Full and Half GAs require the student to work 20 and 10hrs/ week, respectively, on work related the advisor's research, which may or may not overlap with the student's dissertation

work. Progress made specifically related to the student's dissertation and education (course work, experiments, workshops, seminars, etc) should include work outside these hours. The advisor and student should also consider time needed to fulfill TA duties if applicable (Full TA = 20hr; Half TA = 10 hr).

Other Notes:

We have met in person to review and discuss this agreement on the date noted below. The student was given an opportunity to ask and receive answers to any questions:

Student

Name: _____ **Signature:** _____ **Date:** _____

Advisor

Name: _____ **Signature:** _____ **Date:** _____