



Geosciences

Expectations & Mentorship Agreement Form

Graduate Student & Advisor

All students and advisors should complete this form soon after the start of each academic year.
Submit form to GPC and Grad Director annually.

Student Name: _____ A#: _____ Advisor: _____

Degree Path: _____ Educational &/or Career Objectives: _____

Code of Conduct	Advisor	Student
We have reviewed and agree to follow USU's Code of Conduct and the Dept of Geosciences Code of Conduct . We also agree to support Aggies Think, Care, Act Principles.		
We understand that drugs and alcohol are not allowed on University property (including vehicles) and that violation of the University's drug and alcohol policy may result in dismissal from the graduate program.		

Degree Process & Progress	Advisor	Student
We have discussed an approach to coursework and research credits to meet degree requirements.		
Possible funding sources have been discussed, including student grant applications, as well as associated sources, amounts, and timing for results and reports for funded projects.		
We have discussed access to technical resources in the department/on campus, required trainings, and safety certifications for use of those resources.		
We are aware that regulatory approval is required before data collection can begin when certain geologic materials/study locations or when humans are involved. We will prepare the appropriate regulatory applications and obtain all necessary certifications prior to research.		
We are aware that a thesis/dissertation proposal should be approved by the end of the first spring semester for MS students and by the end of the second spring semester for PhD students.		
We are aware that funding works as follows: <ul style="list-style-type: none"> • MS students typically receive two years (four semesters) of funding. Summer funding and a third year of support is not guaranteed. • MS-AEG students typically are not eligible for departmental assistantships or tuition support but may & are encouraged to apply for departmental scholarships or outside sources of funding and scholarships. • PhD students are generally eligible for 3-5 years of support, with each case being distinct and necessitating communication with Advisor. 		
We are aware that students must follow the necessary steps to obtain Utah residency before the end of their first summer in the graduate program. Otherwise, the student will be responsible for paying the out-of-state portion of the tuition. (exception for international)		
We understand that shortly after finalizing the report/thesis/dissertation, that the student will organize, catalog, and store and samples generated during research and provide all data files to their advisor.		

Skill Building & Professional Development	Advisor	Student
We have discussed the importance of actively networking & acquiring research and other professional skills of value to the student's future career.		
We have discussed the opportunity to attend regional, national, or international conferences, including the opportunity to present and the availability of travel funds.		

Student Responsibilities & Expectations	Advisor	Student
We understand that satisfactory progress towards degree completion must be demonstrated. We recognize that not demonstrating satisfactory progress can lead to program dismissal.		
We have discussed program expectations regarding student presence on site (office or lab) and attendance at department seminars.		
We agree that being a graduate student on an assistantship is a full-time endeavor that requires regular on-site work and study. Obtaining secondary employment, other than geoscience internships, while on assistantship is prohibited.		
The student is tasked with providing the advisor with written work in a timely manner.		
We have discussed how work expectations may change when working on a TA vs. RA.		
<i>Other Student Responsibilities & Expectations (e.g. specifics/details of meeting timings, incorporation of feedback, etc)</i>		

Mentor Responsibilities & Expectations	Advisor	Student
We have discussed the mentor's expected time commitment and leadership role in the student's research project including funding, training and permit requirements, and scientific direction.		
We have discussed the responsibility of the mentor to reasonably accommodate the acquisition of new skills and to share potential opportunities and professional networks aligned with on student's educational and/or career goals.		
Editorial feedback on any written work is expected from the mentor in a reasonable length of time, and we have discussed what that time frame is.		
<i>Other Mentor Responsibilities & Expectations (e.g. specifics/details of meeting timings, feedback turnaround, etc)</i>		

Communication Plan	Advisor	Student
We understand that communication at USU is based upon email. Students are expected to monitor and respond to emails in a timely fashion and in a professional and appropriate tone.		
We have discussed a regular meeting schedule, including frequency and duration and possible meeting formats (in person, virtual, or a mix.)		
We have discussed and agreed on a preferred form of written communications (text, e-mail, social messaging, etc.)		
We have discussed issues of intellectual property, how research products will be disseminated, how authorship will be credited, and that project data are the property of USU.		
<i>If issues arise and require follow up, we will follow the procedures outlined in the graduate handbook:</i> 1. Issues of concern must be discussed by the student and the student's advisor and then, if necessary, with the student's thesis committee. 2. If problems still exist after discussions with the advisor and committee, the student should speak with the Graduate Committee or Department Head.		

We jointly agree to the terms of this agreement.

Student _____ Date _____

Advisor _____ Date _____