

Student and Faculty Advisor Training and Mentoring Agreement

Faculty Advisor: _____

Student: _____ **Program:** _____

Student Matriculation Year: _____ **Advisor Support Start Date:** _____

A graduate student is a trainee at a critical stage of career development. SGS expects that advisors will provide appropriate academic and professional mentorship and guidance and that students will work to the fullest of their ability as they train to become biomedical scientists. Responsibilities include (but are not limited to):

- Regular meetings between the Advisor and trainee, with mutually agreed frequency and format.
- Advisor and trainee should work together to develop an independent dissertation project that is not in direct competition with that of other lab members.
- Advisor and trainee will work together to ensure that the trainee adheres to all training milestones and deadlines, including establishment of the thesis committee, thesis proposal deadline, and thesis committee meetings at least annually (or at a shorter interval if dictated by SGS, Program, and/or thesis committee).
- Advisor will provide guidance as the trainee develops oral and written scientific communication skills, as well as external fellowship applications (e.g., NIH F31).
- Advisor will support (academically and financially) the trainee to travel to, and ideally present at, national or international meetings.
- Advisor and trainee understand that the maximum allowable duration for PhD at SGS is 6 years, but the expectation is that trainees finish more than a year in advance of that time.
- Advisor agrees to advocate for the advancement to thesis defense and graduation as soon as the student meets the scientific bar set by the committee and to not let non-training tasks (e.g., other laboratory projects, help preparing grant application, etc.) stand in the way of timely thesis defense and graduation.

We encourage advisors to periodically participate in mentorship training workshops offered at SUNY Downstate or online.

Advisor Commitment

I understand the SGS PhD Program training structure and acknowledge and agree to adhere to my mentorship responsibilities as Mentor, and commit to providing stipend funding at the “standard” level (currently \$39,028) to the extent that it is possible within laboratory funding (and if it is not possible, I will request in writing for SGS to cover any funding shortfall). Fringe benefits are covered by the State of New York, and health insurance premium costs are borne by student.

Advisor Signature: _____ Date: _____

Student Commitment

I understand the SGS PhD Program training structure and acknowledge and agree to adhere to my responsibilities as a trainee. I understand that I am required to work in my thesis laboratory full time (with authorized vacation) and that I will not participate in employment outside the laboratory except as approved by my Advisor and SGS according to SGS policies.

Student Signature: _____ Date: _____

Submit the scanned, signed form via email to: Ed Throckmorton, Registrar, ed.throckmorton@downstate.edu, or the Grad Office.