

**BMB Thesis Mentor/Mentee Agreement**  
BMB Grad Affairs Committee Draft, October 9 2016  
Approved by BMB Faculty, October 10 2016

**Responsibilities of Graduate Students**

- i. Know the University's policy and procedures on academic honesty and adhere to the University Student Honor Code: *"I will be academically honest in all of my academic work and will not tolerate academic dishonesty of others."* The policies and procedures on academic honesty are described in **A Culture of Honesty** (available at [www.uga.edu/ovpi/honesty/culture\\_honesty.htm](http://www.uga.edu/ovpi/honesty/culture_honesty.htm)) and all students hold the responsibility to understand and follow these guidelines. Importantly, it is academically dishonest to enroll for a journal club, lab meeting, or seminar course and not actively attend and participate.
- ii. Assume a proactive nature in pursuing your goals for graduate education. The faculty and staff of the Department are strongly invested in the success of the program and are willing to help you fulfill your goals. But, keep in mind that this is YOUR graduate degree. The faculty and staff are here to help YOU help YOURSELF.
- iii. Actively contribute and participate in the overall graduate program of the Department. Such participation includes attending Departmental Seminars and other functions, contributing to graduate student and faculty recruitment, and engaging fully in the intellectual and academic life of the Department.
- iv. Meet all deadlines imposed by the Department and the Graduate School. The Graduate School provides the Graduate Coordinator with a list of deadlines every semester. This list is forwarded to students by e-mail. University and Graduate School degree requirements are officially described in the Graduate School Bulletin (<http://grad.uga.edu/index.php/current-students/policies-procedures/graduate-bulletin/graduate-bulletin-a-c/>) and deadlines are posted (<http://grad.uga.edu/index.php/current-students/important-dates-deadlines/>) and students are strongly advised to consult these resources as needed.
- v. Complete and file all necessary forms with the Graduate School in a timely manner. **In all cases**, these forms can and should be filed through the Department (Angie Stockton).
- vi. Maintain an Individual Development Plan (IDP) as a strategy for self-enlightenment about potential future career opportunities. See, for example, <http://www.sciencemag.org/careers/2012/09/you-need-game-plan> and <http://myidp.sciencereers.org/>

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**Responsibilities of BMB Faculty Members**

- i. Welcome graduate students for rotations as laboratory resources allow, keeping in mind that rotations need not be a commitment to accept a student as a permanent lab member. Rotations should provide a broad range of opportunities for students to explore many aspects of biochemistry and molecular biology, independent of any long-term considerations.
- ii. Provide the best possible environment for graduate training in laboratories and courses. Students are expected to acquire a substantial degree of independence in their daily research work as well as their oral and written presentations.
- iii. Be fiscally responsible in terms of resources (such as stipends, lab supplies, and cost of travel to meetings) for the graduate students for which they are the major professor.
- iv. Serve on Graduate Advisory Committees as often as is reasonable. Service need not be restricted to the committees of students whose research is within a faculty member's area of expertise. An outside point-of-view can be valuable and all students should be able to effectively present their work to non-experts.
- v. Encourage students to attend all Departmental Seminars and other Departmental academic functions. *Become a role model* for attendance at seminars, journal clubs, retreats, and, importantly, thesis defenses.
- vi. Assist in providing a mechanism for the student to fulfill the journal club (Fall/Spring) and laboratory meeting (all semesters) requirements and monitor and report their progress.
- vii. Provide both scientific and professional mentoring as students move through their qualifying exams and develop into laboratory colleagues. Encourage attendance at conferences and seek other opportunities for students to explore the best options for their future life beyond the Departmental Graduate Program.

Student: By signing this agreement, you are agreeing to perform your thesis work in the laboratory of the Major Professor listed below and to adhere to the guidelines of the Biochemistry & Molecular Biology program at UGA as outlined in the student handbook on the BMB website.

Major Professor: By signing this agreement, you are agreeing to mentor the graduate student listed below and to adhere to the guidelines of the Biochemistry & Molecular Biology program at UGA as outlined in the student handbook on the BMB website. In addition, you are stating that you have the available resources to support the student for the foreseeable future including the fiscal capacity to cover the student's stipend support at the required level as established by the department.

Student Name (print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Major Professor (print): \_\_\_\_\_

Major Professor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_