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*\*Adapted from the Association of American Medical Colleges (AAMC) Group on Graduate Research, Education, and Training (GREAT).*

Preamble: The mentoring expectations at Texas Tech University Health Sciences Center, Graduate School of Biomedical Sciences are outlined below:

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- I acknowledge that I have the primary responsibility for the successful completion of my degree, both in the classroom and laboratory. I will maintain a high level of professionalism, self-motivation, engagement, scientific curiosity, and ethical standards.
- I will meet regularly with my research advisor and participate in required laboratory meetings, seminars and journal clubs as part of my education, as well as provide timely updates on my progress.
- I will work with my research advisor to develop a dissertation project, and will strive to meet established deadlines.
- I will work with my research advisor to select a dissertation committee, which will meet annually (or more frequently, according to concentration guidelines). I will be responsive to advice and constructive criticism.
- I will be responsible for knowing all policies and requirements of my graduate program, school, and institution. I will commit to meeting these, including for research and teaching. (See [Resources](#) section).
- I will comply with all institutional policies and academic program milestones, including all safe laboratory practices, animal-use and human-research policies.
- I will participate in the Responsible Conduct of Research Training Program and practice these guidelines.
- I will be a good lab citizen, take part in shared laboratory responsibilities, use laboratory resources wisely, and maintain a safe laboratory space. I will be respectful, tolerant, and work collegially with all laboratory personnel. My behavior will be consistent with our [Values-Based Culture](#).
- I will maintain detailed, organized, and accurate laboratory notebooks. I will

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- I will mentor my graduate student, focusing on helping them to be a productive, future member of the scientific community

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**1. Communication and meetings:**

What is the best way/technology to get a hold of each other? What is the appropriate time frame to expect a response? When do you plan to meet (be as specific as you can), how long will the meeting be, expected frequency?

**2. Mentee's role on project:**

Describe trainee's primary area(s) of responsibility and expectations (e.g. reading peer-reviewed literature, in-lab working hours, etc.).

**3. Participation in group meetings, journal clubs, seminars, etc. (as relevant):**

Trainee will participate in the following ongoing events:

What does this participation look like (attending, presenting, asking questions)?

**4. Opportunities for feedback:**

In what form and how often can the trainee expect to receive feedback regarding overall progress, research, etc.?

**5. Professional meeting(s) that the trainee will attend and dates (local and national):**

What funding is available to attend these meetings?

**6. Networking opportunities:**

Discuss additional opportunities to network (e.g. meeting with seminar speakers, etc.)

**7. When to be and not to be in lab:**

Discuss expectations regarding vacations and time away from campus and how best to plan for them.

What is the time-frame for notification regarding anticipated absences?

What is the expectation for time in lab?

How will mentor and mentee discuss participation in other activities?

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- Open dialog between mentor and mentee.
  - In the event of a conflict between mentor and mentee that cannot be resolved with an open dialogue, a mediator should be involved in resolving the conflict. Mediators can include: Graduate program/concentration advisor and/or department chair, GSBS staff, GSBS Associate Deans, GSBS Dean.
  - [GSBS Catalog](#) (Students section, Complaints)
  - Program/Concentration Guidelines
    - [Biochemistry, Cellular and Molecular Biology Concentration Guidelines](#)
    - [Immunology and Infectious Diseases Concentration Guidelines](#)
    - [Molecular Biophysics Concentration Guidelines](#)
    - [Pharmaceutical Sciences Program Guidelines](#)
    - [Translational Neuroscience and Pharmacology Concentration Guidelines](#)
  - [GSBS Mentoring Resources](#)