This document is designed to improve communication between faculty mentors and graduate student mentees. The Biophysics Graduate Program expects mentors and students to agree to the expectations outlined in Part 1. These expectations are in accordance with guidelines from The National Academy of Sciences [Committee on Effective Mentoring](https://www.nationalacademies.org/our-work/the-science-of-effective-mentoring-in-stemm), UC Davis Graduate Studies [Mentoring Guidelines](https://grad.ucdavis.edu/sites/default/files/upload/files/grad-council/mentoring.pdf), and UC Davis [Principles of Community](https://diversity.ucdavis.edu/principles-community). In Part 2 mentors and students should work together to develop a personalized plan. Please return the completed agreement to Najwa Marrush (nmmarrush@ucdavis.edu).

**Part 1: Expectations of the Biophysics Graduate Program**

Expectations of Faculty Mentors

1. Maintain respectful communication in all meetings and electronic communication. Direct constructive criticism toward the work (e.g. writing, analysis), not the person. Respond to communications in a timely manner.
2. Set reasonable goals for productivity that are mutually agreed upon and adjust if unexpected problems occur.
3. Provide opportunities for all necessary training for standard laboratory procedures (e.g., safety, testing of human/animal subjects, statistical analysis).
4. Hold meetings in professional settings like offices, labs, or by video conference. Formal meetings at faculty homes are discouraged.
5. Mentors should show respect for and value mentees’ cultural backgrounds and social identities and not assume that all students have the same background or experiences.

Expectations of Graduate Student Mentees

1. Maintain respectful communication in all meetings and electronic communication. Respond to communications in a timely manner.
2. Establish timelines to meet the productivity goals agreed upon with the faculty mentor.
3. Maintain good records of all data collection and analyses.
4. Be prepared for meetings with updates on research and other relevant activities.

Conflict Resolution

If a conflict arises between a graduate student and faculty mentor, there are several resources available. The Biophysics Grad Group Coordinator (Najwa Marrush, nmmarrush@ucdavis.edu) Advising Chair (Tonya Kuhl, tlkuhl@ucdavis.edu) and Co-Chairs of the Biophysics Graduate Group (Ele Grandi, egrandi@ucdavis.edu and Vladimir Yarov-Yarovoy, yarovoy@ucdavis.edu) can provide advice and suggest possible solutions to conflicts. If a student does not feel comfortable with contacting these individuals, or feels the conflict is not adequately resolved, students can contact a Senior Academic Advisor in Graduate Studies, currently Sarah Mooney, smooney@ucdavis.edu). If a student needs advice on dealing with racism, discrimination or another diversity issue, [Diversity Officers in Graduate Studies](https://grad.ucdavis.edu/resources/diversity/diversity-professionals) are available to meet with graduate students.

**Part 2: To Be Agreed to by Faculty Mentor and Graduate Student Mentee**

How often will you meet together? Weekly or bi-weekly meetings are encouraged.

What are acceptable forms of communication (phone/text/other forms of electronic communication)? Is communication outside of normal work hours acceptable and how will this be handled? What happens if there is an accident or emergency in the laboratory or on campus?

Planned conference attendance (which conferences are recommended, how will they be paid for?):

Mentoring approach: Is the faculty mentor focused primarily on the big picture or will the mentor work with student on details of experiments? For more junior graduate students, will more experienced lab members be involved with training? For more senior graduate students, is training of more junior graduate students expected?

Specific lab rules that must be followed:

What is the lab policy on work hours, sick time (including mental health), structured community building activities (clubs, outreach, service on graduate group committees), campus disruptions (COVID/bad air quality), and vacation?

Laboratory authorship policy. What are the criteria for being first author on a paper? What are the criteria for being a co-author?

Data Management. Where do you backup or make copies of both digital and non-digital data and protocols?

How will a conflict between lab members be handled by the mentor?

Lab Goals. What are some of the big-picture goals? Skills to develop, professional development and more. What are the short-term immediate goals? What are the long-term goals?

Student Name:

Faculty Name:

Graduate Adviser Approval and Date:

Email to: Biophysics Graduate Group Coordinator Najwa Marrush (nmmarrush@ucdavis.edu)