

## University Policies and Guidelines

*The policy statements of the Western Michigan University Catalog and the College of Arts and Sciences have been consulted in the construction of this document. All advisors and graduate students are encouraged to thoroughly review these policy statements, paying close attention to the following sources:*

1. *Expectations for Good Practice in Graduate Education*
2. *Student Rights & Responsibilities*
3. *Policy on Hiring Grant Supported Graduate/Undergraduate Research Assistants*
4. *Graduate Policies and Degree Requirements in the Department of Chemistry*
5. *Western Michigan University Research Handbook*

### Advisor Responsibilities

1. Students will be evaluated solely on academic criteria. Students have protection against prejudiced or capricious academic evaluation.
2. Interact with students in a professional and civil manner in accordance with the accepted standards of discipline and Western Michigan University's policies governing discrimination and harassment. Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), and the Americans with Disabilities Act of 1990, (ADA).
3. Advisors will make themselves fully aware of all US Equal Employment Opportunity Commission policies regarding harassment. Briefly, Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.
4. Prevent personal rivalries with colleagues from interfering with their duties as graduate advisors, committee members, directors of graduate studies, or colleagues.
5. Not impede a graduate student's progress and completion of his/her degree in order to benefit from the student's proficiency as a teaching or research assistant.
6. Create supervisory relations with students that stimulate and encourage students to learn creatively and independently.
7. Provide oral and written comments and evaluation of each student's work in a timely manner.
8. In instances where performance concerns arise, written feedback must be provided. If a research advisor determines that a student is not making satisfactory progress, the student will receive a warning in writing. The student will have two weeks to schedule a committee meeting and meet with his/her dissertation committee members to determine what must be done to remedy the problem. The student will need to submit to the Thesis/Dissertation committee and the Graduate Studies Committee a plan of action. The Graduate Studies Committee will determine what length of time is permissible for a re-

evaluation. If the problem is not remedied within the given time, the dissertation committee will make a decision to discontinue support and/or dismiss the student from the program.

9. Discuss laboratory, departmental and authorship policy with graduate students in advance of entering into collaborative projects.
10. Evaluate students' progress and performance in a regular and informative ways consistent with timely completion of the degree.
11. Impartially evaluate student performance, regardless of the graduate student's religion, race, gender, sexual orientation, nationality, or other criteria as established by law, the collective bargaining agreement, and/or University policies.
12. Ensure that students have all the training and supervision necessary to provide a foundation to excel in their research activities.
13. Provide graduate student with basic description of availability for meetings and training.
14. Ensure that the students are provided all materials necessary to provide a foundation for graduate students to excel in their research projects. The students must not be charged for the damages of samples or materials unless determined otherwise.
15. Advisors may only require paid student researchers to work during mutually agreed upon hours.
16. A weekly schedule for paid research work must be developed when student employees are hired, and may be modified only by mutual agreement of the research director and student employee. Student workers may be allowed to set their own schedule by mutual agreement of the research supervisor and student researcher. All hours worked for pay must be documented on time sheets signed by the student and supervisor.
17. Student workers may complete additional hours of unpaid research. Supervisors must clearly explain to student researchers that, during unpaid time, student researchers have the authority to determine when and where they work.
18. Supervisors must provide students with time off to observe religious holidays if students request it. Students should not expect to be paid for time taken off for such holidays.
19. Discuss career and internship opportunities with graduate students to apprise them of the "job market" so that students can develop realistic expectations for the outcomes of their studies.
20. Recognize that WMU is required to protect the rights of students, scholars, and staff in their rights to access data from research in which they participated. Transfer of data in the event a researcher leaves WMU must be addressed. When an individual researcher leaves WMU (or a research group), he/she may take copies of the research record which he/she has generated for the purposes of constructing manuscript or another professional purpose with due acknowledgement of the concerned personnel involved in the work.

### **Student Responsibilities**

1. Take primary responsibility to inform themselves of regulations, rules, and policies governing their graduate studies and research at WMU.
2. Recognize that the faculty adviser, who provides the intellectual and instructional environment in which that student plans a program of study, may be involved with research for which the student provides assistance, and that the University, through the

faculty advisor's access to teaching and research funds, may also provide the student with special financial support for that research.

3. Recognize that the faculty advisor is responsible for monitoring the accuracy, creativity, validity, and integrity of the student's research. Careful, well-conceived research reflects favorably on the student, the faculty advisor, the degree program, and WMU.
4. Exercise the highest integrity in taking examinations, completing master's, specialist's, and doctoral projects, and/or collecting, analyzing, and presenting research data in theses, dissertations, and presentations.
5. Recognize that in some disciplines, the faculty advisor will determine when a body of work is ready for publication, exhibition or performance, and is an acceptable product, since the faculty advisor bears responsibility for overseeing the performance of the students and ensuring the validity of any applicable research.
6. Devote an appropriate amount of time and energy toward achieving academic excellence and earning an advanced degree.
7. Take the initiative to ask questions that promote understanding of the academic subjects and advances in the field.
8. Communicate regularly with faculty advisors, particularly in matters related to research and progress within the graduate program and with any teaching responsibilities.
9. Collaborate with the advisor and the committee to outline and carry out a series of research projects.
10. Propose and maintain a basic work schedule which is mutually agreed upon by the graduate student and advisor.
11. Work to thoroughly review, understand, and incorporate all verbal and written feedback provided by the advisor into research activities.
12. Schedule and attend regular meetings with the advisor to discuss research findings, struggles, data interpretations, etc.
13. Use all available resources to utilize and interpret collected data.
14. Request all materials, reagents, and software necessary to excel in all research activities.
15. Responsible for organizing the annual review meetings and the completion of the annual review form.

## Department of Chemistry Advisor-Student Research Agreement

Student Name: \_\_\_\_\_ WIN #: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor Name: \_\_\_\_\_

Research Topic: \_\_\_\_\_

### General Requirements for the completion of the Degree

1. Each graduate student must choose a research advisor after completing the laboratory rotations. (check the laboratory rotation policy in graduate handbook)
2. Each graduate student must choose their committee members within two months after the completion of laboratory rotations and meet with their committee by Jan 15.
3. Each graduate student must complete the literature seminar by the end of the second year in the program.
4. Each graduate student must have a committee meeting and submit the annual review form before Jan 15.
5. The graduate student and advisor, in conjunction with the committee, will chart the student's research project.
6. Graduate students and faculty will thoroughly review and adhere to all university guidelines, particularly those pertaining to research ethics and work-place discrimination.
7. This agreement will be reviewed and signed each academic year by the graduate student and advisor. At the discretion of either the graduate student or advisor, an impartial party may be present during the modification and signing of this agreement.
8. Students have the right to free inquiry, expression, and association.
9. Students should be free from discrimination and harassment which violates the law or which constitutes inappropriate or unprofessional limitation of employment opportunity, University facility access, or participation in University activities, on the basis of race, color, religion, national origin, sex sexual orientation, gender identity, age, protected disability, veteran status, height, weight, or marital status.

### Doctoral Program:

1. Each graduate student must pass two CUME questions by the end of their first year, and six by the end of their second year.
2. Each graduate student must complete the research proposal before the end of the third year.

## **Advisor Responsibilities and Expectations**

*Advisor responsibilities (specifically related to research)*

1. Provide clear work expectations and train students so that the students are fully aware of their duties and research work. Develop and provide each student with a written list of expectations.
2. Ensure that the students have all the training and supervision necessary to provide a foundation for them to excel in their research work
3. Provide clear and frequent feedback about student research performance. Especially in instances where performance concerns arise, written feedback should be provided.
4. Meet the student regularly to update the progress of research work.
5. Provide opportunities and career advising to the students.

*Detailed Advisor Expectations:*

*(Include a separate page if needed)*

1. Time to Degree Completion
2. Number of Projects
3. Number of Publications
4. Conference Attendance and Activities
5. Other expectations

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## **Student Responsibilities and Expectations**

*Student responsibilities (specifically relating to research)*

- Schedule appointments and meet the advisor regularly to update the progress of your research work.
- Attendance of group meetings.
- Follow all WMU's as well as advisor's rules and regulations with respect to the laboratory work ethics and guideline.
- Responsible for organizing the annual review meetings and the completion of the annual review form.
- Adhere to all Expectations for Good Practices in Graduate Education.

*Detailed Student Expectations:*

*(Include a separate page if needed)*

- 6. Time to Degree Completion
- 7. Number of Projects
- 8. Number of Publications
- 9. Conference Attendance and Activities:
- 10. Other expectations

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Should either party become uncomfortable or dissatisfied with this agreement, the graduate student and advisor should meet and address the issues at hand as soon as possible. Both the issue and resolution must be outlined in this document. If such a discussion is unsuccessful or either party is uncomfortable initiating a one-on-one meeting, a neutral third party can be consulted for further assistance (graduate advisor or department chair).

By signing this document, the advisor and student agree to each other's responsibilities and expectations as well as understood the university policies and guidelines provided.

\_\_\_\_\_  
Advisor Signature (Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature (Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graduate Advisor Signature (Name)

\_\_\_\_\_  
Date