

Agricultural and Environmental Chemistry Graduate Group (AGC) Mentoring Guidelines 2004

The AGC recognizes that the mentoring of graduate students is an essential task for a professor within the graduate group. Faculty mentoring is broader than advising a student as to the program of study to fulfill coursework requirements and is distinct from formal instruction in a given discipline. It includes providing professional advice and assistance in the picking and executing of scientific problems. While the major professor will be the primary mentor during a student's career, graduate group faculty other than the major professor may perform many of the mentoring functions defined below. Both faculty and graduate students have a responsibility to insure successful mentoring.

AGC Faculty have the following mentoring responsibilities:

- I. Helping to guide students through degree requirements, which include:
 1. Providing a clear map of program requirements, making clear the nature of the coursework requirements and examinations, and defining a reasonable timeline for completion.
 2. Advocating modification of requirements when appropriate.
 3. Providing clear guidelines for initiating and completing dissertation or thesis work.

- II. Guiding students through thesis or dissertation research, which includes:
 1. Evaluating the strengths and weaknesses of the student's research and capabilities.
 2. Encouraging an open exchange of ideas.
 3. Checking regularly on progress.
 4. Editing and criticizing written work.
 5. Establishing clear criteria for credit and authorship of collaborative research.
 6. Assisting in finding resources to support dissertation research; such as GSR positions, teaching assistantships, fellowships, etc.
 7. Helping to obtain physical resources for the completion of research. These resources include office desk and/or laboratory space.

- III. Guiding students in their professional development, which includes:
 1. Providing and discussing ethical standards.
 2. Treating students respectfully.
 3. Encouraging and criticizing oral and written presentations.
 4. Encouraging participation in professional meetings and scholarly societies.
 5. Facilitating the student's interactions with other scholars.
 6. Assisting with applications for research funding, fellowship applications, and other applications as appropriate.
 7. Advocating honestly for the student in academic and professional communities.
 8. Providing timely and honest evaluation when asked.
 9. Guiding the student to opportunities that are appropriate for the student's career goals.

As partners in the mentoring relationship, graduate students have responsibilities. Students should:

- I. Be aware of responsibilities toward the research group and that these responsibilities change throughout their graduate tenure. Graduate students should discuss these changing needs and responsibilities with their mentors.
- II. Recognize that one faculty member may not be able to satisfy all of a student's needs. Seek assistance from multiple sources to fulfill the mentoring roles described above.
- III. Respect their mentor's other responsibilities and time commitments when requesting assistance.
- IV. Maintain and seek regular communication with their mentors, especially their major professor.
- V. Be responsive to the timeline for their completion of laboratory and written work as well as critiques of oral and written presentations
- VI. Treating the faculty mentor and other students respectfully
- VII. Take responsibility in finding resources to support dissertation research; such as teaching assistantships, GSR positions, fellowships, etc.
- VIII. Take responsibility for preparation of CV and job interviews, and making requests for letters of recommendation in a timely manner.