



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

**Section I: Communication**

Prompt:	Advisor Response:
What is your preferred method of communication?	
What is an appropriate time-frame to expect a response from you?	
How often do you like to meet 1:1 to discuss research progress?	
What steps do you take to ensure a healthy and respectful workplace (Ex. Safe Zone Training, Green Zone Training, and/or Dream Zone Training)?	
How will you support this student in their requested accommodations?	
How are vacation requests placed? Discuss semester breaks in addition to other time away from campus.	
How many hours do you expect your students to spend in the lab weekly (paid and unpaid)?	
Do you have a preference for hours your students work (Ex: 8AM-4PM)? Do you have external commitments that will require flexible hours (Ex: daycare)?	
What are your expectations for all members in your lab?	

**Section II: Biology Graduate Program**

Prompt:	Advisor Response:
How do you suggest mentees reach out to committee members?	
What are the expectations for committee of study meetings (frequency and presentation)?	
What are your expectations for coursework and seminar attendance?	
Given the current funding in the lab, how do you plan to fund this student? ( <i>This is not binding, as this will likely change based on funding over a few years.</i> )	

<p>How will feedback be given to the mentee regarding overall progress (teaching, outreach, and writing/presenting skills)? How will you provide support to this student to complete the Biology Graduate Program requirements?</p>	
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### Section III: Research Expectations (Updated Yearly)

<b>Prompt:</b>	<b>Advisor Response:</b>
Identify the skills and abilities that the student will focus on developing during the upcoming year.	
List the specific projects the student will be working on this year. How many hours a week should be dedicated to each project?	
What grants/fellowships do you expect the student to apply for this year?	
What writing goals do you have for the student this year?	
What mentorship goals do you have for the student this year?	
What service goals do you have for the student this year (Ex. Community outreach or departmental involvement)?	
What workshops, conferences, trainings, and/or internships would you like the student to participate in this year? What funding must be applied for to support these goals?	
What is the target semester for defense and graduation?	

### Section IV: Professional Goals (Updated Yearly)

<b>Prompt:</b>	<b>Advisor Response:</b>
How will you support the student in their short-term goals?	
How will you support the student in their long-term goals?	
What steps can you take this year to support and encourage the student on their career path?	

### Section V: Conflict resolution

<b>Prompt:</b>	<b>Advisor Response:</b>
Is there anything we need to address? Do we require support from the Graduate Student Advocate or Ombuds?	
Please identify a trusted faculty member (if possible) who could help you mediate conflict should any arise this year.	