**STUDENT RESPONSIBILITIES: I will…**

* meet regularly with you, my research advisor, and provide you with updates on the progress and results of my activities and experiments.
* be knowledgeable of the policies and requirements of my PhD program and UBC.
* work with you to develop a thesis/dissertation project and select a committee.
* request feedback and seek advice from you, my committee, and other mentors.
* attend and participate in lab meetings, seminars, and journal clubs.
* keep up with original literature in my field.
* be a good lab citizen, maintaining a safe and clean space and working collegially with everyone.
* maintain a detailed, organized, and accurate lab notebook.

**ADVISOR RESPONSIBILITIES: I will…**

* be committed to your education and training as a future member of the scientific community.
* be committed to helping plan and direct your research project, allowing you to take ownership of your research while setting reasonable goals and establishing a timeline for completion.
* be knowledgeable of, and guide you through, your PhD program’s requirements and deadlines and advise and assist with your thesis committee selection.
* provide and seek regular and honest feedback on an ongoing basis and be committed to improving as a mentor.
* encourage you to come to me with concerns and help find acceptable solutions to problems as they arise.
* lead by example and facilitate your training in complementary skills needed to be a successful scientist, such as communication, writing, management, and ethical behavior.
* encourage and facilitate your participation in the scientific community through attendance of conferences.
* discuss authorship policies, acknowledge your scientific contributions to my lab, and work with you to publish your work in a timely manner prior to your graduation.

**TRAINING/MENTORING**

1. What requirements do you need to complete over the next few years, and what is your plan to fulfill them?
2. What fellowships are you applying to, and have you been able to get the guidance you need?
3. What are your primary goals in your academic training?
4. What resources or support will most help with your transition from your previous degree?
5. What actions can be taken to make sure these needs are met?
6. What motivates you most? (e.g., a sense of belonging to a good team, security/lack of worries, freedom, that your research has meaning, the impact of your research).
7. What de-motivates you?
8. What is important to you in a mentoring relationship?
9. What features of a lab group and your relationships with colleagues are most helpful and supportive to your wellbeing?
10. Are there any factors that you are you concerned may negatively affect your progress?
11. What help can I or other faculty/staff provide regarding professional development and graduate training?
12. Your success as a student is tightly linked to your wellness. What are you doing to tend to this?

**RESEARCH GOALS**

1. What are your goals for accomplishing in the next six months?
2. What about in the next year?
3. What skills do you think you need to work on?
4. What would you like to be exposed to scientifically in the next year?
5. What do you think is your biggest challenge in your project?
6. Are there any parts of the way you work that you think need changing?

**LEARNING GOALS**

1. How do you learn best (e.g., hands-on experience, reading literature about a topic, verbal explanations, process diagrams, etc.)?
2. What is the most useful kind of assistance your mentor can provide?
3. Do you prefer to work alone or in groups?
4. What kind of group or collaborative work experience have you had?

**OUR TEAM**

1. How often do you like to meet with me? Regularly or when you have specific things to discuss?
2. What makes group meetings most useful in your experience?
3. What makes you feel most welcome when joining a new team?
4. Do you have any questions about the group?
5. Do you have any suggestions?
6. Do you have any general comments?