

# APPOINTMENT OF MAJOR ADVISOR

(See Article 9, Graduate School Policy Handbook for guidelines) Submit to Graduate School N204



THE GRADUATE SCHOOL OF BIOMEDICAL SCIENCES

BAYLOR COLLEGE OF MEDICINE

Student Name: \_\_\_\_\_ BCMID: \_\_\_\_\_

Graduate Program: \_\_\_\_\_ (Are you also in the MD/PhD Program?)  Yes  No

<b>Action Requested:</b>	<b>Date Submitted:</b> _____
<input type="checkbox"/> Appointment of Major Advisor <input type="checkbox"/> Revision to Major Advisor	

Please print or type names. Signatures are not required.

<b>Appointment of Major Advisor (Please Print)</b> Must be a member of the graduate program's graduate faculty.	<input type="checkbox"/> Original Request <input type="checkbox"/> Revision
Name: _____	Department: _____
Name: _____ <i>If program requires 2 advisors</i>	Department: _____

## Required Approvals

A signed copy of the *Compact between Graduate Students and their Mentors* must be attached to this form and signed by the student and major advisor

Major Advisor: \_\_\_\_\_  
Signature Date

Are you an official member of this program's graduate faculty?  Yes  No

(If program requires 2 advisors)

Major Advisor: \_\_\_\_\_  
Signature Date

Are you an official member of this program's graduate faculty?  Yes  No

Graduate Program Director \_\_\_\_\_  
Signature Date

Dean of the Graduate School \_\_\_\_\_  
Signature Date

FOR GRADUATE SCHOOL USE ONLY

Entered into INFORM \_\_\_\_\_

Original To: Registrar

Copy To: Program Director, Graduate School File

Revised 07.10.18

**Baylor College of Medicine  
Graduate School of Biomedical Sciences**

**Compact Between Graduate Students and Their Mentors**

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This compact outlines the rights and responsibilities of students and mentors necessary for a high-quality graduate student training experience. It serves both as a pledge and a reminder to mentors and their graduate students that their conduct in fulfilling their commitments to one another should reflect the highest professional standards and mutual respect.

## **Core Tenets of Graduate Student Education and Training**

### ***BCM Commitment***

BCM, the graduate faculty, and the Dean of the Graduate School of Biological Sciences are committed to maintaining the highest standards of training to ensure, that the graduate student can function independently as a scientific professional upon graduation.

### ***Quality Graduate Student Education and Training***

The goal of the pre-doctoral training period is for the graduate student to acquire the skills necessary to become an independent scientist. Graduate students should be educated by the mentor to independently formulate meaningful hypotheses, design and conduct interpretable experiments, adhere to good laboratory practices, analyze results critically, understand the broad significance of their research findings, and uphold the highest ethical standards in research.

### ***Importance of Mentoring in Graduate Student Training***

Effective mentoring is critical for graduate student training. A good mentor builds a relationship with the graduate student characterized by mutual respect and understanding. Attributes of a good mentor include: being approachable and accessible, listening effectively, providing encouragement and constructive criticism, and offering expertise and guidance.

## **Compact Between BCM Graduate Students and Their Mentors**

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### ***The student and mentor both agree to:***

- Ensure that a mutually agreed upon set of expectations are in place at the outset of the graduate student training period and are reviewed and revised periodically.
- Develop a research project that includes well-defined goals and timelines.
- Maintain a relationship that is based on trust and mutual respect.

### ***The mentor agrees to:***

- Provide my graduate student with guidance and mentoring and seek to improve my mentoring skills by participation in faculty development workshops and programs
- Provide a training environment that is suited to the individual needs of my graduate student in order to ensure personal and professional growth.
- Ensure that my graduate student has sufficient opportunities to acquire the skills necessary to become an expert in the chosen field of study.
- Provide my graduate student with regular feedback (at least once per month) on his/her performance and, in consultation with the thesis advisory committee, provide a formal written evaluation of my graduate student's progress at least twice annually.
- Ensure that the research performed by my graduate student is submitted for publication in a timely manner and that my graduate student receives appropriate credit for the work performed. I will also acknowledge the contribution of my graduate student to the development of any intellectual property.

### ***The student agrees to:***

- Perform my research conscientiously, maintain comprehensive research records, and catalog and store tangible research materials.
- Assume progressive responsibility and management of my research project(s) as it matures and stay abreast of the literature related to my field of research.
- Seek regular feedback (at least once per month) on my performance from my mentor and take responsibility for setting up meetings at which I will receive formal written and oral guidance and evaluation from my Thesis Advisory Committee at least twice annually.
- Work with my mentor to submit research results for publication in a timely manner.
- Leave behind all original notebooks, computerized files, and tangible research materials so that other individuals can carry on related research after I graduate.

### ***We agree with the overall goals of this compact***

*sign and return to the Graduate School of Biomedical Sciences Alkek N204.*

	<b>Printed Name</b>	<b>Signature</b>	<b>Date</b>
<b>Student</b>			
<b>Mentor</b>			

*This document is based on the Compact between Postdocs and their Mentors prepared by the National Postdoc Association and the AAMC.*