

## **Roles and Responsibilities: SOM Graduate Student Advisors**

A permanent advisor is required for students in all Ph.D. programs and for students in Master's programs requiring a thesis. Other Master's programs may also require a permanent advisor for students.

The advisor plays critical roles in all aspects of the training of a Ph.D. or Master's student. Specifically, an advisor is responsible for:

- Establishing and using a system for regular interactions with the student
- Facilitating the construction of a student's individual development plan (IDP) with annual updates
- Coordinating with the student's graduate advisory committee (GAC) and program director to provide guidance on all aspects of a student's training including planned and completed research, and course work
- Guiding the student in the development and execution of a research project suitable for a thesis (Master's) or dissertation (Ph.D.) in conjunction with feedback from the student's GAC
- Guiding the student toward all resources required to execute their dissertation or thesis project
- Providing to the student a reading list of key articles in the student's research area
- In consideration of the student's program guidelines, helping to prepare a Ph.D. student for their comprehensive examinations and helping to prepare a Master's or Ph.D. student for their committee meetings and final defenses
- Serving as a member of the student's GAC and therefore participating in committee meetings, the candidacy examination (for Ph.D. students) and final thesis or dissertation defense (Master's and Ph.D. students)
- Chairing student committee meetings and the Ph.D. final defense
- Ensuring that the student meets with their GAC at least once each year to provide research/training updates and receive feedback on progress toward degree completion
- Assisting the other GAC members to identify a student's current strengths and areas for growth, and as necessary providing written feedback to the student about actions needed after each GAC meeting
- Facilitating the development of a student's thesis or dissertation including proofreading and editing before the student submits it to the GAC before and after a defense
- Providing feedback to students on comprehensive examinations, theses and dissertations in a timely fashion as part of the student's GAC
- Taking no major action regarding a student (e.g. continuing in their laboratory) without first consulting with other GAC members, the student's program director and the Associate Dean for Graduate Education
- Bringing to the attention of the other GAC members, the student's program director and the Associate Dean for Graduate Education signs of student behavioral or other issues that are persistent, troubling, not improving, or otherwise might interfere with the student's training and career

Last updated: November, 2019