**GRADUATE STUDENT EXPECTATIONS**

Staudhammer Lab

This document supplements the Department of Biological Sciences graduate handbook (available at <http://bsc.ua.edu/forms-for-graduate-students/>), which in includes information about:

1) Degree timelines and course checklists,

2) qualifying examination guidelines,

3) a list of graduate student awards and funding sources,

4) annual evaluation forms, and

5) instructions on how to transfer credits from graduate level classes taken at other institutions.

Note that you will also find all necessary graduate student forms (e.g., for committee formation, comprehensive exams, PhD candidacy, final defense, program outline), deadlines, and guides to comprehensive exams, etc.

This document provides specific expectations for the Staudhammer lab in addition to what is already in the Handbook. As your supervisor, I my job is to assist you in your graduate journey, but as a post-baccalaureate student, you must take responsibility for your degree. My expectation for members of my lab include:

1. Enthusiasm for the subject you are studying.
2. Critical thinking and synthesis of the literature.
3. Completion of degree requirements and adherence to degree timelines
4. Active collaboration (intellectual or experimental) with other graduate students, post-docs, and visiting scientists, including help with reviewing peer grants and manuscripts.
5. Independent pursuit of funding opportunities.
6. Publishing in a timely fashion (e.g., draft manuscript < 6 months after project completion)
7. Active participation in lab meetings, including discussions of assigned readings.-
8. Willingness to mentor undergraduate assistants.
9. Active participation in departmental events such as colloquia and weekly seminars.
10. Respect for faculty members, fellow students, and others.

My lab is a safe space to work where everyone feels comfortable and included. Conduct that is unwelcome, offensive, indecent, obscene, or disorderly will not be tolerated.

***Lead time on posters, presentations, abstracts***

Students should send drafts of posters, presentations and abstracts at least one week prior to their due date. Scientific articles and proposals require more attention. I endeavor to have documents back to students within two weeks. Students should have approval from me before sending draft publications to co-authors. Students should send their work to me first and I will sign off on it prior to it being sent to collaborators. While collaboration with and review from outside parties can be extremely helpful, no documents or data should be sent outside the lab prior to my review.

***Data and code***

Any analysis that is part of a presentation or publication should be auditable. Thus, every student will create a shared box folder with data and code that is used to generate analyses and tables, as well as graphs that are used in presentations and publications.

***Academic dishonesty and plagiarism***

I take plagiarism very seriously and follow the University of Alabama definition contained in the student code of conduct. Any document turned into me or to any outside entity where you are identified as affiliated with the University of Alabama should adhere to student conduct rules, and especially to those regarding plagiarism. Students who violate this rule will be dismissed from the laboratory immediately.

***Work hours***

Graduate School is a job. Your contracts as a GRA or GTA requires 20 hours of commitment to research or teaching respectively. The other twenty hours in your work week should be devoted to your courses and edification towards your research goals. All university holidays are observed by our labs. However research may require that this holiday time be “banked” for later use (for example, if field work necessitates leaving on a Sunday).

You are entitled to take time off during your studies. The timing of holidays is at your discretion. However, you should inform your supervisor well in advance of your intended vacation dates. Generally speaking, you should not be gone from the university more than two weeks per year, other than official university closures. However, I encourage you to use your work time and holiday time optimally to ensure that you are refreshed and productive. For example, you may leave Tuscaloosa for an extended period of time if you are able to find the time and space to productively work (assuming no field work is required during that time), and we will arrange Zoom meeting times to check in.

***Publication of your research***

I expect all graduate students to publish their research in peer-reviewed journals. Prior to defending, I expect MS students to have a publication submitted or close to submission. I expect PhD students to have a minimum of one paper published and two near submission prior to defending. If a student delays participation in publishing their work, showing little or no progress for a period of one year past defense, I will take over the publication. At that point, I will move forward with your publication, moving myself into the first author position and yours to the second author position.

***Safe and Inclusive work environment***

Please see additional documentation which outlines procedures for maintaining a safe and inclusive work environment, especially during off-site field research. This document complies with NSF funding requirements, as well as my own personal goals for a productive and safe lab.