

## **GRADUATE STUDENTS**

### **Progress Toward Degree**

- Devote an appropriate amount of time and energy toward earning degree or certificate.
- Know and follow policies and procedures
- Fulfill requirements in a timely manner
- Inform your advisor and department of any leaves of absence. International Students consult with [IGSS](#) for extensions and leaves

### **Research and Ethics**

- Communicate regularly with advisor and committee
- Request clear expectations from faculty
- Faculty guide research; students are responsible for conducting independent research
- Recognize time constraints on faculty and staff
- Exercise honest and ethical behavior
- Contribute to an ethical environment by reporting unethical actions
- Acknowledge contributions of others in publications and presentations
- Work with faculty on authorship positions
- Use research results appropriately
- Follow [IRB](#) and the [IACUC](#) guidelines and complete [ORC](#) training with projects with human or animal subjects
- Follow intellectual-property policies
- Avoid conflicts of interests

### **Teaching and Training**

- Participate in training for instructional roles

- Seek relevant teaching and training opportunities
- Commit to providing high quality education to their students

### **Professional Development**

- Pursue professional training programs
- Seek out mentors and advisors
- Contribute to scholarly discipline

### **Assistantships and Financial Support**

- Request clear guidelines for graduate assistantships
- Fulfill contractual obligations. Students on full-time assistantships are expected to work an average of 20 hours/week
- Act in a professional manner
- Decline tasks not related to or in excess of contractual obligations
- International students are limited to 20 hours of work per week by law
- Follow additional requirements of fellowships
- Report any employment beyond an assistantship or fellowship to Graduate School

### **Community**

- Abide by the student code of conduct
- Uphold an ethos of collegiality and collaboration
- Contribute to the University and department community
- Contribute to the mission of Virginia Tech

## **FACULTY**

### **Progress Toward Degree**

- Support the academic progress of students
- Establish a meeting schedule
- Ensure students complete research in a timely fashion
- Communicate expectations by providing clear requirements
- Respect students' work-personal life balance
- Conduct annual evaluations of each student
- Immigration forms sets specific limits for program; consult with [IGSS](#) for extensions

### **Research and Ethics**

- Provide intellectual guidance and promote rigor
- Provide students with knowledge of current opportunities in research
- Provide guidelines for completion of research projects
- Create a highly ethical environment and act as ethical role model
- Avoid creating conflict of interest situations for students
- Recognize student participation in supervised research and ensure that ethical standards are followed in collaborative settings
- Work with students to agree on authorship positions and acknowledgments
- Work with students to follow [Office of Research Compliance](#) guidelines
- Encourage students to read the [Graduate Honor Code](#) and to follow relevant professional standards

### **Teaching and Training**

- Encourage and assist students in developing teaching and presentation skills
- Help students develop interpretive, writing, oral, and quantitative skills, in accordance with discipline expectations

- Assist graduate students in developing grant-writing skills, where appropriate
- Provide training for any equipment, instruments, laboratory procedures, or field skills that are necessary for the student's research and teaching program

### **Professional Development**

- Encourage students to participate in professional opportunities
- Encourage students to pursue professional training programs, seminars, and courses that will enhance their professional and personal growth and development
- Prepare students to be competitive for employment

### **Assistantships and Financial Support**

- Avoid assigning tasks to graduate assistants that are not related to, or are in excess of their contractual obligations
- Recognize that graduate assistants should not be expected to work on assigned projects, on average over the course of a semester, in excess of the hours for which they are being paid (e.g. average of 20 hours/week for students on full time assistantship). See [Presidential Policy Memo 129](#)

### **Community**

- Demonstrate and encourage collegiality with students, faculty, and staff
- Act fairly, impartially, and professionally in all dealings with graduate students, in accordance with university policies governing non-discrimination and harassment, as outlined in [Policy 1025](#)
- Follow [FERPA](#) guidelines, which mandate a student's right to reasonable privacy and confidentiality

## Departments and Programs

### Progress toward degree

- Inform students of academic program requirements regarding progress toward degree.
- Provide information about academic requirements and evaluation, and guidance toward maintaining acceptable academic standing
- Provide relevant course offerings at the graduate level
- Provide supervision if the student's advisor departs the university after the student's work has begun
- Ensure that students receive regular evaluation and feedback
- Provide student with a fair opportunity to correct deficiencies in their academic performance before being dismissed
- Refer international students to [IGSS](#) for information about requirements to maintain adequate progress

### Research and Ethics

- Provide resources to allow students to complete their education and research in a timely manner
- Ensure that advisors and committees treat all students fairly and assess work in meaningful ways
- Ensure the highest standards of academic quality in all aspects of the graduate program.
- Follow federal [FERPA](#) guidelines
- Provide students with a safe working environment

### Teaching and Training

- Provide training appropriate to the student's teaching assignment
- Review teaching evaluations of GTAs and help them improve skills
- Encourage students interested in teaching to participate in teaching workshops

### Professional Development

- Provide information about professional meetings, public forums, and exhibitions relevant to their research area
- Provide information about training opportunities to enhance their professional development
- Provide information about career opportunities

### Assistantships and Financial Support

- Provide clear expectations to students on their responsibilities as GAs, GTAs, or GRAs
- Inform students of the requirements and qualifications necessary for academic employment, training, or financial support
- Provide students on assistantships with a written agreement
- Inform students that they must work an average of 20 hours/week for a full assistantship in addition to the hours for coursework and individual research
- Inform graduate assistants of policies affecting their role as employees
- Inform students of available funding sources
- Assist students in seeking assistantships and other funding sources outside of the home department or program
- Recognize international students are limited to 20 hours of employment per week by law
- Recognize international students may not have the same financial resources available to them as domestic students

### Community

- Create a collegial learning environment in which faculty and students work together in mutual respect and collaboration
- Provide specific mechanisms for appeal or complaint when standards of collegiality or fairness may have been violated

## **THE GRADUATE SCHOOL**

### **Progress toward degree**

- Review each student's submitted plan of study to ensure that it contains sufficient credits to obtain the degree
- Monitor and regularly inform students of their progress toward degrees
- Maintain data on student completion rates, time to degree, professional employment placement, and attrition

### **Research and Ethics**

- Develop training programs that serve the interests of both faculty and students
- Provide support to departments, programs, and units to develop high quality programs
- Facilitate development of interdisciplinary research and training programs
- Administer the [Graduate Honor Code](#)
- Provide guidance on ethics and scholarly integrity

### **Teaching and Training**

- Ensure individual programs offer curricula to equip students with knowledge and skills needed for their careers
- Ensure that all aspects of the program conform to the highest academic standards
- Ensure that processes and opportunities are in place to include international students

### **Professional Development**

- Help develop Graduate School support services, and promote other services that enhance students' professional, academic, and scholarly interests
- Provide courses and opportunities for students to prepare for academic and nonacademic careers
- Provide education and training for GTAs
- Assist with additional education programs and opportunities, such as interdisciplinary research and education, ethics and scholarly integrity, global perspectives, civic engagement

### **Assistantships and Financial Support**

- Provide guidance on financial mechanisms to support students in their pursuit of degrees
- Communicate financial, employment, awards and other opportunities for students

### **Community**

- Promote a collegial climate for graduate education through academic, social, and community programs
- Maintain a comprehensive description of the goals and expectations of each program
- Provide clear avenues of redress whenever faculty members' or students' experiences fall short of the Expectations for Graduate Education

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Virginia Tech Graduate School: Expectations for Graduate Education, condensed (May, 2016)