



DIVISION OF GRADUATE STUDIES  
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These Mentoring Guidelines have been reviewed and approved by the Graduate Council, Graduate Division and Graduate Student Association.

## **GRADUATE STUDENT MENTORING AT UCSC**

In general, the goal of this document is to provide suggestions on how to conduct constructive interactions between graduate students and their mentors, and to encourage the development of positive, supportive and respectful relationships between graduate students and their faculty advisors. The development of every graduate student requires many shared responsibilities on the parts of both student and faculty member, and a strong commitment to ethical treatment of all. For constructive mentoring, departments should provide intellectual support and guidance to the graduate student. For all involved, an attitude of honesty, courtesy and professionalism is crucial to this process.

Below we suggest, as an opening dialogue, the responsibilities that the relevant campus constituencies should embrace.

### **GRADUATE DIVISION RESPONSIBILITIES:**

- Maintain the Graduate Division Handbook
- Provide leadership on issues of graduate student welfare, training, and education, including the mentoring of graduate students
- Provide teaching assistant orientation programs

### **GRADUATE COUNCIL RESPONSIBILITIES:**

- Review graduate programs
- Ensure that each department publish and disseminate a departmental graduate handbook
- Provide guidance to the Vice Provost and Dean of Graduate Studies

### **ACADEMIC UNIT (Department) RESPONSIBILITIES:**

The department may delegate these responsibilities to staff, department chair, or to a graduate program committee.

- Publish and keep up to date a departmental grad handbook for requirements towards degrees
- Provide orientation programming for new graduate students annually, separate and in concert with Graduate Division and GSA activities

- Provide seminars (formal + informal), separately and in concert with Graduate Division activities
- Ensure graduate students have an advisor and meet degree requirements in a timely manner
- Assist graduate student with department and university degree requirement logistics
- Foster professional writing, presentation skills and career development in all aspects

#### DEPARTMENT CHAIR RESPONSIBILITIES:

- Ensure degree requirement exams follow departmental and university guidelines
- Mediate conflicts between graduate student and advisor

#### THESIS COMMITTEE RESPONSIBILITIES

- Meet or comment on a PhD candidate's progress annually once the Qualification Exam has been passed
- Be available to the graduate student for feedback and guidance
- Provide timely thesis and dissertation review

#### FACULTY ADVISOR RESPONSIBILITIES:

- Bear in mind the consequences of agreeing to be an advisor
- Be available to graduate student for feedback and guidance
- Suggest thesis committee members
- Encourage graduate student to utilize literature and other resources
- Assist in grant writing and peer review skills
- Write reference letters
- Arrange alternate supervision during sabbaticals
- Write at least one annual narrative evaluation of the student's progress

#### GRADUATE STUDENT RESPONSIBILITIES

- Take initiative to maintain regular communication with advisor and thesis committee; we recommend communication on at least a quarterly basis
- Adhere to departmental and divisional rules and policies
- Meet degree requirements
- Update thesis committee on progress annually before graduation (written or in a meeting)
- Follow disciplinary and scholarly codes of ethics
- Obtain proper approvals for research and publication activities.

#### Sources

The above suggestions are loosely based on the following sources:

UC Davis

[gradstudies.ucdavis.edu/gradcouncil/mentoring.pdf](http://gradstudies.ucdavis.edu/gradcouncil/mentoring.pdf)

Michigan

[www.msu.edu/user/gradschl/all/ris04relations.pdf](http://www.msu.edu/user/gradschl/all/ris04relations.pdf)

[grad.msu.edu/all/ris04.pdf](http://grad.msu.edu/all/ris04.pdf)

UCB

<http://evcp.chance.berkeley.edu/GSIMentoringPolicy.pdf>

UW

[http://www.grad.washington.edu/area/goodpract/m\\_good\\_pract.htm](http://www.grad.washington.edu/area/goodpract/m_good_pract.htm)

Chancellors Suggestion

<http://www.nap.edu/readingroom/books/mentor/2.html>

and UCSC Graduate students.