Dear Genome Sciences training faculty member,

When accepting a student for thesis research, please be aware of these important mentor responsibilities. Both mentors and students are expected to be aware of program requirements and deadlines. Further particulars about the Genome Sciences Graduate Program are available at http://www.gs.washington.edu/academics/gradprogram/index.htm

1. **Funding**
The Department of Genome Sciences covers all funding costs for a student’s first year of study, after which the responsibility shifts to the mentor. Mentors are responsible for obtaining funding for student support if their grants run out.

2. **Departmental Events** (Journal Club, Research Reports)

3. **General Exam**
All students are expected to take the General Exam during **Spring Quarter of their second year** in the program. Exam guidelines are posted on the GS website. **Failure to do so may result in termination of departmental support.**

4. **Committee Meetings**
Students should have regularly scheduled supervisory committee meetings, ideally every six months, but at the very least once per year. A summary of each meeting, signed by the committee members present and the student, should be submitted to Brian Giebel (bgiebel@u.washington.edu, Foege S-340). These meetings are the joint responsibility of the student and the mentor.

5. **Teaching Assistant**
All GS students are required to serve as a Teaching Assistant for two courses, typically during their third and/or fourth years in the program. While this is not an excuse to neglect lab responsibilities, please be aware that this will take a substantial amount of the student’s time during those quarters.

6. **Final Exam**
Ideally, the student will complete their research and defend their dissertation by the end of the 5th year in the program.

Please sign and return to Brian Giebel (Box 355065, Foege S-340). If you have any questions, please contact Colin Manoil (manoil@u.washington.edu).

Student: ____________________________________________

Mentor: ____________________________________________