

**Department of Genome Sciences
Summary of Mentor Responsibilities**

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 three quarters 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

Students are expected to attend Genome Sciences Seminars and participate in Research Reports. Mentors are expected to attend student Research Reports presentations.

3. General Exam

All students are required to take the General Exam at the end of Spring Quarter or very early Summer Quarter of their second year in the program. Exam guidelines are posted on the GS website.

4. Committee Meetings

Students should have regularly scheduled supervisory committee meetings at least once per year. A summary of each meeting should be written by the mentor and emailed to Brian Giebel (the student should be copied). 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 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-430). If you have any questions, please contact Doug Fowler (dfowler@uw.edu) or Kelley Harris (harriske@uw.edu).

Student: _____

Mentor: _____