

Laboratory Transition: Student Mentoring Agreement

Student Name: _____ CWID: _____ Program: _____

Student Email: _____ ACE Examination Passing Date: _____

Date of Mentor Relocation: _____ Faculty Adjunct Status Start Date: _____

WCGS original Faculty Mentor Name _____ WCGS Co-Mentor Faculty Name _____

Scope: This document outlines the co-mentorship plan for a student at WCGS whose PI (original faculty mentor) will be relocating to a new institution. During his/her time as PhD candidate he/she will be conducting research at WCGS in the laboratory of a co-mentor towards his/her degree from the Weill Cornell Graduate School (WCGS).

Faculty Status at WCGS: Mentor must obtain Adjunct Faculty status at WCGS (via a letter from Program Chair to WCGS Dean).

Student Status at WCGS: Remains the same.

Financing Plan:

- ĩ Student's stipend and student fees will be paid by Mentor directly to WCGS (details formalized in separate documentation). Beginning date: _____

Mentorship Plan:

- ĩ Mentor, as Adjunct Faculty member, will continue to serve as student's Major Sponsor. The other current members of the student's special committee including the co-mentor will also continue to serve and will receive a copy of this plan.
- ĩ Mentor and co-mentor will continue to advise student in her/his research and professional development. This includes e.g., weekly one-on-one meetings, weekly group meetings, and many impromptu meetings surrounding research, data analysis, manuscript writing, presentation skills and career mentoring. Mentor will continue to support student's attendance at conferences to present her/his work.
- ĩ Student will be required to adhere to all WCGS rules, including (but not limited to):
 - o A thesis (annual) committee meeting at least every 9-12 months. Before the meetings, student will be responsible for preparing a written report of her/his research and progress towards the PhD degree. The meeting will be documented with the WCGS thesis committee evaluation form. Participants can join by zoom or skype, but it would be worthwhile for student to meet in person with committee members once a year. Student should keep the thesis committee

members up to date on progress between meetings as appropriate.

- Student will be required to register for Dissertation Research in fall and springterms of each year until she/he completes the degree requirements.
- Student is required to attend his/her WCGS Graduate Program annual retreat.
- Student is required to complete her/his annual WCGS Individual Development Plan.

The above is acknowledged and agreed by: Student: _____

Signature: _____

Date: _____

Program Leadership: _____

Signature: _____

Date: _____

Associate Dean for Academic Affairs: _____

Signature: _____

Date: _____