

COMMON VALUES

on the Graduate Student Experience

Common Values on the Graduate Student Experience should guide faculty and students in their academic relationship, which is crucial to the success of graduate study. The ideal relationship is a collegial one, in which the common goals are the completion of the student's degree program in a reasonable time frame and the ongoing success of the faculty member's research program.

Graduate students constitute the majority of the MIT student body, and their involvement has a significant influence on the Institute. Therefore each graduate student bears a responsibility for respect and maturity in their behavior towards all members of the MIT community.

The following enumerated statements are intended as a resource for advisors and students on how to build and maintain a healthy, rewarding and productive relationship. Clearly, such a list cannot be exhaustive; the following guidelines address concerns that arise in the context of a research environment, such as a course of graduate study at MIT. For more general concerns and for situations requiring immediate response, MIT offers a variety of resources (see resources.mit.edu).

1. Faculty members and their graduate students are strongly encouraged to build their relationship by establishing common expectations on the major elements of their professional interactions, such as:
 - A. Requirements for achieving and maintaining an acceptable academic standing as well as graduation requirements for each academic unit;
 - B. A regular time for meeting;
 - C. Lead times for feedback on work such as thesis and manuscript drafts;
 - D. A shared understanding of what constitutes sufficient notice and reasonable scheduling of events the student is expected to attend following a request from their advisor;
 - E. A shared understanding of academic integrity and responsible conduct of research.
2. Faculty and students are strongly encouraged to attempt to resolve conflicts through direct discussion and other informal procedures.
3. Graduate students are strongly encouraged to keep their advisor apprised of academic progress and seek their advisor's input on the same subject on a regular basis.
4. Graduate students should receive attribution for scholarly assistance to faculty, and vice versa, including contributions to publications and patents.
5. Faculty are expected to be supportive of their students' participation in extra-academic activities and to recognize the value of such activities for their intellectual and professional development. Depending on the discipline, these activities might include training in job interviews, information on academic and non-academic career options, and internships.
6. A number of resources are available for graduate students who wish to terminate their relationship with their advisor and search for a new research group. These include their departmental or program graduate administrator, program head or departmental graduate officer, a dean in the ODGE, or an Institute ombudsperson.
7. Graduate students share with the faculty the responsibility for securing, maintaining, and protecting the integrity of grades, scholarship, and research.
8. Faculty members have the responsibility to inform graduate students of the source and amount of their financial support and of all expectations associated with any funded position. Faculty members should inform graduate students promptly of matters that affect their funding status.
9. Graduate students and faculty have a responsibility to inform each other as soon as they have knowledge of a possible change in their status. Graduate students should provide reasonable notice to their advisor if they intend to leave or change advisors; have a medical or personal issue that interferes with study and research; or are experiencing other academic or life issues that an advisor might reasonably need to know about. When circumstances require leaving a research project, graduate students should provide a summary of their work so that any delay associated with continuation of the project is minimized.
10. Beyond the responsibility to provide an evaluation once per term via a thesis grade, advisors should consider providing additional periodic feedback on academic progress, performance and professional potential, preferably in the form of a written evaluation.
11. Graduate students are protected by a variety of policies and procedures, as summarized in the document *Institute Policy Guiding the Graduate Student Experience*. If a student feels that they have been unfairly treated, or treated in a way that is in violation of MIT policies, and attempts at informal solutions were unsuccessful, the student can appeal by means of Institute complaint resolution procedures (web.mit.edu/policies/9/9.7.html). The student can be accompanied by a member of the MIT community to a meeting about the complaint. These individuals may not be family members, subordinates, or attorneys. The role of the MIT community member is to provide support and guidance, not to be a substitute for the party, who is the primary participant.

MIT RESOURCES AND OFFICES

Faculty members and their students are encouraged to resolve conflicts and seek assistance through a variety of MIT resources and offices, compiled in resources.mit.edu. These include:

DEPARTMENT/PROGRAM GRADUATE OFFICERS

odg.mit.edu/gpp/oversight/officers

DEPARTMENT/PROGRAM HEADS

OMBUDS OFFICE

Room 10-213

Phone 617-253-5921

ombud.mit.edu

GRADUATE PERSONAL SUPPORT (GPS)

OFFICE OF THE DEAN FOR GRADUATE EDUCATION (ODGE)

Room 3-138

Phone 617-253-4860

Email odg@mit.edu

odg.mit.edu

CONFLICT MANAGEMENT @ MIT

Room W20-507

Phone 617-253-3276

Email conflictmanagement@mit.edu

studentlife.mit.edu/conflictmanagement

OFFICE OF STUDENT CITIZENSHIP

Room W20-507

Phone 617-258-8423

Email citizenship@mit.edu

studentlife.mit.edu/osc

TITLE IX OFFICE

Room W31-223

Phone 617-324-7526

Email titleix@mit.edu

titleix.mit.edu

INSTITUTE COMMUNITY & EQUITY OFFICE

Room 4-250

Phone 617-324-7319

Email iceo@mit.edu

diversity.mit.edu

COMMUNITY WELLNESS @ MIT MEDICAL

Room E23-205

Phone 617-253-1316

Email wellness@med.mit.edu

medical.mit.edu/services/community-wellness

MIT MEDICAL

Building E23

Phone 617-253-4481

medical.mit.edu

MENTAL HEALTH & COUNSELING @ MIT MEDICAL

Building E23, 3rd Floor

Phone 617-253-2916 weekdays

617-253-4481 nights/weekends

medical.mit.edu/services/mental-health-counseling

RESOURCES FOR EASING FRICTION AND STRESS: REFS

refs.mit.edu