

Research Advisor/Advisee Procedures and Expectations¹
Mechanical Engineering Department
Colorado School of Mines
2020-2021

Academic research conducted under the direction of a faculty advisor is an opportunity for accelerated academic and professional growth. This is best accomplished by beginning with clear expectations for both the advisor and the advisee. This document, though not exhaustive, is intended to provide a framework for a safe, supportive, and productive research advisor/advisee relationship.

Advisees should acknowledge that they received and reviewed this document with their advisors by responding to the survey link in the corresponding module on the ME Graduate Program Canvas site.

The Roles of Advisor and Advisee

The advisor and advisee each have unique roles in the research process. The research advisor is primarily responsible for:

1. Securing research funding through proposal writing.
2. Managing research funds and directing the research effort, including balancing research deliverables and thesis content.
3. Mentoring researchers working on projects under their direction. This includes providing academic advising, thesis preparation, and professional development opportunities.
4. Reviewing, editing, and approving all communication relating to the research effort.

The research advisee is primarily responsible for:

1. Conducting research tasks assigned by the advisor.
2. Sharing knowledge gained through study and experience with the advisor.
3. Preparing presentations, reports, and publications to effectively communicate research accomplishments.

Both parties are responsible for developing a safe and supportive culture in the research group, the department, and on campus.

Adaptations to these general roles may be necessary in some circumstances. In addition, as the advisee grows in knowledge and experience, they may take on some of the tasks of the advisor, like proposal writing or assisting in mentoring junior researchers.

¹ Revisions to this document will occur annually. Feedback is welcome and should be sent to the ADHG.

Academic Mentoring

The research advisor also serves as the student researcher's academic advisor. Student researchers should regularly consult with their advisor about selecting coursework in order to gain necessary skills for success in their research. In these discussions, the educational interests of the student should be the primary consideration. Advisors should support student efforts in balancing coursework and research responsibilities, establishing a thesis committee, thesis preparation, and other program requirements. However, it is the student's responsibility to meet academic requirements and timelines. Students should carefully study the [major requirements](#) under mechanical engineering in the graduate catalog (<https://catalog.mines.edu>). Students can also consult with their Thesis Committee, the Graduate Program Manager or Assistant Department Head for Graduate Studies for guidance.

Professional Behavior & Inclusion

Though advisor/advisee relationships vary from formal to informal, a high level of professionalism is essential. Advisors should always be careful to keep advisee information confidential. Advisors should provide timely and regular performance feedback.

Conflict Resolution

Advisors and advisees are required to abide by Mines [Policy on Academic Integrity/Misconduct](#) (<https://catalog.mines.edu/policiesandprocedures/>). This includes maintaining professionalism at all times.

Mines policies include a Student Complaint Process: If a student needs to make a complaint, specific or general, about their experience at Mines, he or she should contact the Office of the Dean of Students at 303-273-3288. If there is an issue related to discrimination, sexual harassment, or sexual violence, there are specific procedures that will be followed. Students may find more information on the Title IX website, <https://www.mines.edu/title-ix/>, or by contacting the Title IX & Equity Director at 303-273-2558.

The Graduate Program Manager and Assistant Department Head for Graduate Studies are also available to consult on any conflicts that cannot be suitably settled within the research group.

Documentation

All researchers are required to maintain detailed documentation of their work. This documentation could be written or digital, as directed by the advisor. While advisees may keep personal copies, all documentation should be delivered to the advisor upon completion of the research appointment. Researchers should have access to the funded grant proposal they are supporting.

Communication

Advisors and advisees should establish and adhere to preferred means of communication (e.g. in-person discussion, email, phone, text, or other electronic formats). All parties should do their best to respect personal time by limiting text and phone calls on evenings and weekends. Exceptions may be necessary to meet project or publication deadlines.

Meetings

Advisors should schedule regular meetings with their advisees. Advisees should come to these meetings prepared to discuss their research progress. The advisor should provide expectations of the preferred format for research discussions (e.g. printed slides, presentations, or progress reports). Advisors should also schedule regular one-on-one meetings with each advisee for academic and professional mentorship or to address topics best discussed in private.

Professional Development

It is the responsibility of the advisor to provide opportunities for researchers to attend regional and/or national conferences. It is the responsibility of the researcher to produce research results worthy of conference presentation. In consultation with their advisor, researchers select a conference best suited to showcase their research results. Researchers should seek out external funding to supplement travel costs whenever possible.

Work Schedule

Successful research requires a sustained effort over an extended time period. Student researchers should expect to spend an average of 20 hours a week on research when taking a full course load, and an average of 40 hours per week upon completion of coursework and during summer. Occasionally, publication, proposal, or research deadlines will require a larger time commitment. However, persistent requirements of advisees to work beyond these guidelines is not permitted. More information is available from the [Office of Graduate Studies](https://www.mines.edu/graduate-studies/graduate-assistantship/) (<https://www.mines.edu/graduate-studies/graduate-assistantship/>).

Vacation/Time Off

Researchers are free to take time off during official university holidays. If a deadline interferes with a holiday, advisors should provide advance notice, when possible, and arrange for makeup days off. Any other time off should be negotiated with the advisor well ahead of time. Summers are typically the most productive periods for academic research, as such, advisees are expected to provide as much advance notice as possible for other summer commitments that require time off. Advisors are expected to be flexible in granting time off.

Lab Safety

Advisors and advisees have a shared responsibility to maintain a safe working environment. Faculty should ensure students are properly trained before using equipment or conducting experiments. For more information, or to schedule safety training, consult the Mines [Environmental Health and Safety website](https://www.mines.edu/ehs) (<https://www.mines.edu/ehs>).

Additional Resources

Conducting research and working towards a degree can be challenging. Mines offers a number of resources to help. All of the below resources are free for students.

- [CARE at Mines](https://care.mines.edu) (care.mines.edu)– for mental health resources and options, or to submit an online “CARE report” about someone you’re concerned about (email care@mines.edu)
- [CASA](https://www.mines.edu/casa) (<https://www.mines.edu/casa>) –for academic advising, tutoring, academic support, and academic workshops
- [Counseling Center](https://www.mines.edu/counseling-center/) (<https://www.mines.edu/counseling-center/>)– students may call 303-273-3377 for an appointment. There are also online resources for students on the website. Located in the Wellness Center 2nd floor at 1770 Elm St.
- [Health Center](https://www.mines.edu/student-health/) (<https://www.mines.edu/student-health/>) – students may call 303-273-3381 for appointment. Located in Wellness Center 1st floor at 1770 Elm St.
- [Colorado Crisis Services](http://coloradocrisisservices.org) (<http://coloradocrisisservices.org>) – for crisis support 24/7, either by phone, text, or in person. Colorado Crisis Services is a great confidential resource, available to anyone by calling 1-844-493-8255, or texting “TALK” to 38255. Walk-in location addresses are posted on the website.

The Counseling Center, Health Center, and Colorado Crisis Services are confidential resources. The Counseling Center will also make referrals to off-campus counselors, if preferred.

In an emergency, you should call 911, and they will dispatch a Mines or Golden PD officer to assist.