

Expectations for Graduate Education at a Glance*

Virginia Tech Graduate School

Updated August 2011

Building a graduate community for quality graduate education depends upon the professional and ethical conduct of both faculty and students. Each party in the graduate process –faculty, graduate students, departments or programs, and the Graduate School – has particular responsibilities and expectations to ensure the achievement of these primary goals.

	Graduate Students	Faculty	Program/Department	Graduate School
Progress toward Degree	<p>Follow departmental or program limits on time-to-degree.</p> <p>Communicate regularly with advisor and committee.</p> <p>Know and abide by policies and procedures.</p> <p>Fulfill requirements on time.</p> <p>Ask questions.</p>	<p>Support students' academic progress.</p> <p>Communicate regularly with students.</p> <p>Communicate expectations.</p> <p>Conduct annual evaluations, and provide feedback.</p>	<p>Inform students on academic requirements.</p> <p>Provide accurate, timely, and clearly stated information.</p> <p>Provide relevant courses.</p> <p>Ensure regular evaluations.</p> <p>Provide opportunity for students to correct academic deficiencies before dismissal.</p>	<p>Review graduate students' plans of study.</p> <p>Monitor progress toward degree.</p> <p>Maintain comprehensive data on programs.</p>
Research and Ethics	<p>Request clear guidelines of expectations from faculty.</p> <p>Conduct research responsibly.</p> <p>Exercise ethical behavior.</p> <p>Acknowledge contributions of others.</p> <p>Work with faculty on authorships.</p>	<p>Provide intellectual guidance.</p> <p>Provide guidelines for completion of research.</p> <p>Create ethical environment.</p> <p>Acknowledge students in publications.</p> <p>Work with students on authorships.</p>	<p>Provide resources to students to complete program.</p> <p>Ensure fair treatment of students.</p> <p>Ensure highest academic standards.</p> <p>Provide students with safe working environment.</p>	<p>Ensure graduate programs conform to highest academic standards.</p> <p>Provide support to develop high quality graduate programs.</p> <p>Administer Graduate Honor Code.</p> <p>Provide guidance on ethics and scholarly integrity.</p>
Teaching and Training	<p>Receive training and evaluation for teaching.</p> <p>Seek out teaching and training opportunities.</p> <p>Devote time and commitment to teaching.</p>	<p>Assist students in developing teaching/presentation skills.</p> <p>Assist students in developing grant-writing skills.</p> <p>Provide skills training needed for research and teaching.</p>	<p>Provide training resources to students.</p> <p>Review teaching evaluations and provide feedback.</p> <p>Encourage students to participate in teaching/training workshops.</p>	<p>Ensure that graduate programs offer appropriate curriculum.</p> <p>Develop graduate training programs that serve interests of faculty and graduate students.</p>

*This document provides an abridged outline of the *Expectations for Graduate Education* website, available at www.expectations.graduateschool.vt.edu.

	Graduate Students	Faculty	Program/Department	Graduate School
Professional Development	<p>Pursue opportunities to enhance professional development.</p> <p>Seek out mentors and advisors.</p> <p>Contribute to scholarly discipline.</p>	<p>Encourage students to participate in professional activities.</p> <p>Encourage students to pursue professional development opportunities.</p> <p>Prepare students to be competitive for employment.</p>	<p>Provide information to students about professional activities.</p> <p>Provide information to students about professional development opportunities.</p> <p>Assist students to be competitive for employment.</p>	<p>Help develop and communicate services that enhance students' professional interests.</p>
Assistantships and Financial Aid	<p>Request guidelines for assistantships.</p> <p>Fulfill responsibilities and requirements.</p> <p>Act in professional manner.</p> <p>Decline tasks not related to contractual obligations.</p>	<p>Provide clear expectations to students.</p> <p>Avoid assigning tasks unrelated to contractual obligations.</p> <p>Recognize that assistants should not work, on average, in excess of the hours for which they are paid.</p>	<p>Provide clear expectations.</p> <p>Inform students of requirements for employment or financial support.</p> <p>Provide written agreement.</p> <p>Inform assistants of employee policies.</p> <p>Inform students of available funding sources.</p>	<p>Provide guidance on financial support.</p> <p>Communicate opportunities for students.</p>
Community	<p>Follow student code of conduct.</p> <p>Contribute to department and university community.</p> <p>Provide intellectual guidance.</p> <p>Provide guidelines for completion of research.</p> <p>Create environment of highest ethical standards.</p> <p>Acknowledge students in publications.</p> <p>Work with students on authorships.</p> <p>Contribute to mission of Virginia Tech.</p>	<p>Demonstrate and encourage collegiality.</p> <p>Act fairly, impartially, and professionally in all dealings with students.</p> <p>Follow FERPA guidelines.</p>	<p>Create collegial learning environment.</p> <p>Provide specific mechanisms for appeal or complaint.</p>	<p>Promote collegial climate for graduate education.</p> <p>Maintain goals and expectations of individual graduate programs.</p> <p>Provide avenues of redress.</p>

*This document provides an abridged outline of the *Expectations for Graduate Education* website, available at www.expectations.graduateschool.vt.edu.