

## CMB Student Expectations Agreement

The goal of this document is to clearly state the CMB program's expectations of you as a PhD student. Please read this thoroughly and ask questions if any item is unclear. Your signature below indicates you have read and understood all expectations.

- **Do high-quality, scientifically sound research** - that is, hypothesis-driven, justified and well-planned experiments
- **Do not “get by” on the bare minimum - engage each other scientifically and socially.** Seek out opportunities to learn and practice skills, and participate fully in the program (through committees, event attendance and discussions/Q&As).
- **Participate in at least 1 student committee** (ideally for 2 years) - required for all students. You are not limited after that and are encouraged to continue to participate, as committee service is the best way to make your voice heard in the program.
- **Be open to wide-ranging topics and learning opportunities** in areas outside of your own expertise. Presumably, you have joined CMB for its interdisciplinary nature and exposure to a broad variety of research.
- **Stay on top of emails:** For day to day communication, ***you are expected to check both your “umich” and your “med.umich” emails*** at least several times a week, throughout the Fall, Winter, and Spring/Summer semesters.
- **Demonstrate intensity and commitment.** Understand that this is not a Monday through Friday 9-5 job. Labs are open 7 days a week, and often you will be required to put in evenings or weekends to achieve success in your respective area. Academic research is challenging, exciting, dynamic, and offers flexibility in a lot of ways. It can also be stressful and time-consuming. Work demands will ebb and flow.
- **Schedule dissertation committee meetings every 6 months** (required by CMB)
- **Be a positive influence in the program, in the lab, and at the university.**
  - ***Promote a culture of respect*** by being fully attentive, putting technology away during talks, asking questions, being reliable and punctual, listening actively, etc.
  - ***Promote diversity, equity and inclusion*** by attending DEI activities, being an ally, and addressing problematic behavior or practices when possible.
  - ***Promote community*** by attending events, welcoming new students/faculty, and socializing both within and outside of your orbit (building, lab, cohort, etc.).
  - ***Promote improvement*** by giving feedback when requested (before, not *after* changes have been made). Respond to surveys and emails, and keep systemic constraints in mind to offer feedback that is actionable and realistic.
  - ***Represent CMB professionally*** to others at the university, and to those visiting the university as guests or prospective students and faculty

- **Grow as a student and scientist** - take ownership of your work, transition from absorbing knowledge to creating knowledge, practice your skills, and develop organization and time management strategies to increase your productivity and make more time for yourself.
- **Submit at least one publication before defending your dissertation** (required by CMB)
- **Successfully complete 4 terms of the short course and 1 term of teaching, before scheduling your defense date** (required by CMB)
- **Present your work in oral or poster form in at least one national meeting** (this is in addition to attending the required annual retreats and symposia for CMB)
- **Be a strong communicator**
  - *Communicate your expectations up front, and learn what others expect of you.* Address potential issues before they arise.
  - *Ask for help when you need it.* Talk to CMB leadership, your mentor, or other students. Do not cultivate a culture of grievance. But do consult with those who can offer advice or assistance. Check out the many resources and offices available to you in the CMB Handbook’s “additional resources” appendix.
  - *Accept constructive feedback gracefully, and commit to a personal growth mindset.*
  - *Offer feedback respectfully, honestly, and constructively.* Do not harbor resentment - address issues directly.
- **Take care of yourself.** Your physical and emotional well-being matters. If you are struggling, reach out to CMB, to the resources listed in the “Additional Resources” appendix of the handbook, or to others in your life. Let us know how we can help.

**Indication of Acknowledgement:**

“I have read thoroughly through the expectations listed above, clarified any points of confusion, and am in agreement.”

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Signature

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Date