Rev 05/24

UAB DEPARTMENT OF CRIMINAL JUSTICE

Master of Science in Forensic Science

STUDENT HANDBOOK 2024-2025

# Mission:

The mission of the Forensic Science program is to provide our students with a comprehensive graduate level educational and research experiences in the forensic sciences and to prepare them for careers in public and private laboratories. Students completing the program are also provided a foundation for further graduate studies. The program's emphasis is to develop students' laboratory, medico-legal, and public policy skills through a series of required and elective courses, and through selecting and completing a research project.

This document provides supplemental information concerning additional requirements, specific procedures, and general policies relevant to the pursuit of a Master of Science in Forensic Science (MSFS), as administered by the Department of Criminal Justice. As a supplement, this document is not meant to replace the general regulations and requirements of the Graduate School as stated in the UAB 2024-2025 Catalog of Graduate Programs (<https://catalog.uab.edu/graduate/>) ). Students are required to consult the Catalog of Graduate Programs, their advisors, and the Program Director for specific *procedures* and *deadlines* toward meeting all graduation requirements. It is the students’ responsibility to follow these procedures and to meet these deadlines.

# Graduate Student Status

Students are admitted to the program on full or limited status as stated in the admission document. If limited status is due to lack of specific coursework requirements, these deficiencies must be removed no later than the date specified in the admission document.

# Selection of Advisors

Major Advisors are selected/assigned at the beginning of the second semester of attendance. Before an advisor is assigned, students should feel free to discuss any questions or issues with one of the forensic faculty. No later than the end of the *second semester* of attendance, each student will select their graduate committee. The student’s Major Advisor will be the chair of the Graduate Study Committee. Formation of a committee is required whether the student selects the Plan I (thesis) or Plan II (non-thesis) option, although the composition of the committee will vary depending on the student’s thesis option. Details on the committees can be found below.

# Study Plans and Graduate Study Committee

There are two options of study in the MSFS program. Students should select an option based on their background, interests, and professional goals.

*Plan I (Graduate School Thesis Option)* places more emphasis on research and requires: (1) the completion of an independent research project and written thesis that is submitted to the Graduate School; (2) a public presentation of research as a thesis defense; and (3) satisfactory completion of 39 semester hours, in which six hours are thesis research (FS699).

*Plan II* requires: (1) the completion of an independent research project and written paper that is submitted to their committee for evaluation; (2) a public presentation of research at a seminar and (3) satisfactory completion of 39 semester hours of which six hours are non-thesis research (FS698).

The guidelines for Completion of a Degree through Plan I or Plan II are stated in the Catalog of Graduate Programs <https://catalog.uab.edu/graduate/completionofadegree/>.

The student's Graduate Study Committee holds two formal meetings. The first meeting will include examining the student's study plans and deciding on whether or not to approve the student’s proposed research project. The second meeting will be held to conduct the final examination.

## Plan I Committee Requirements

For *Plan I* students, it is the Graduate School’s regulation that “the committee should consist of at least three *Graduate School faculty members*, one of whom should be from outside the student’s graduate specialization and each of whom should be able to contribute some relevant insight and expertise to guide the student.” Each committee member should have forensic science experience and at least one member must be from outside the forensic science program. In addition to the three Graduate School faculty members, students may request additional members, who may not necessarily be a member of the Graduate School faculty, to serve on the committee.

Once the committee has been selected, application for *admission to candidacy* should be submitted no later than the last day of the first Spring Semester of attendance, in order to be able to register for thesis research (FS699) in the summer. If the research project will require IRB approval, the paperwork should be started early in the Spring Semester.

These forms may be downloaded at: <http://www.uab.edu/graduate/students/current-students/academic-policies-progress/forms>

## Plan II Committee Requirements

For *Plan II* students, the committee should consist of at least two *Graduate School faculty members* and a third member, who may not necessarily be a member of the Graduate School faculty, to serve on the committee. According to Forensic Science Education Programs Accreditation Commission (FEPAC), one member must be from outside the forensic science program and all committee members should have experience in forensic science.

A student who selects the *Plan II* option will consult with his/her Major Advisor and submit a written research proposal to members of his/her Graduate Study Committee. The student must complete and submit an “Third Committee Member” form, with the signature of the external committee member (Appendix A) as well as a Research Committee form. Plan II students are not required to follow *admission to candidacy* procedures.

Both Plan I and Plan II will present their research presentations and proposals during the MSFS Research Days in partial fulfillment of the FS 679 Seminar in Forensic Science.

## Research Project Requirements

The guidelines listed below should be followed to help provide accountability and prevent potential abuse or misunderstanding, while preserving the flexibility essential to the subject course.

* A student takes 6 credits of research in their first summer semester, completing approximately 360 hours in the laboratory working towards the completion of their research project. Research may continue into the following fall, but additional hours are not required. (Research may start as early as the first semester, with the research advisor’s approval.)
* Lab work should consist of bench work, data analysis, and quality time spent reviewing the literature.

## Directed Research Credit

Students should register for **6 credits** of FS698 Directed Research in Forensic Chemistry or FS698 Directed Research in Forensic Biology during the summer after their first year. The primary purpose of these courses is to provide a mechanism for students to earn course credit while completing research under the supervision of faculty members of their choice. With this in mind, each student can apply no more than six hours of directed research to their MSFS degree.

Appendix B provides guiding principles to support the development of a positive relationship between a mentor and mentee.

# Defense and Final Examination

A final examination is required for both Plan I and Plan II options. Under Plan I, the final examination takes the form of a presentation and defense of the thesis followed by an oral inquiry into the candidate's knowledge on the topic of thesis research, the student’s area of concentration, and forensic science in general. The Graduate School sets specific thesis defense and thesis submission deadlines for each semester. Plan I students are responsible for meeting these deadlines.

Under Plan II, the final examination takes the form of a presentation and defense of the independent research project, followed by an oral inquiry into the candidate's knowledge on the topic of thesis research, the student’s area of concentration, and forensic science in general.

For Plan II students, the presentation and defense occur as part of the MSFS Research Days in the last week of the Spring semester. This is done in partial fulfillment of the requirements for FS679: Seminar in Forensic Science. Plan I students are required to attend the MSFS Research days but will schedule their defense according to the deadlines of the Graduate School.

Internship

Internships are not allowed until the second fall semester, after the majority of research has been completed. A student undertaking an internship must register for FS 680 Forensic Science Internship. Students must obtain permission from his/her advisor and the program director before registering for FS 680 Forensic Science Internship. A student must demonstrate the hours required by the internship will not interfere with the hours required to make satisfactory process towards his/her degree. The maximum number of credit hours that may be applied toward the completion of degree requirements is six.

The guidelines listed below should be followed to help provide accountability and prevent potential abuse or misunderstanding, while preserving the flexibility essential to the subject course. Credit hours earned may not be applied toward completion of the degree requirements unless these guidelines are properly followed.

* Students must record 120 hours (3 hours of credit)
* Submission of project plan
* Mid-term and Final evaluation by Agency Supervisor
* Thank you letter to agency supervisor

## Maintaining Good Academic Standing

* In graduate school, a grade of ‘C’ is a failing grade. If a student’s GPA falls below 3.0, he or she will be placed on probation by the graduate school. The student has two semesters to bring their grade to a 3.0 or better.
* UAB MSFS requires a grade of B or better in required courses in order for the course to count towards graduation. A grade of C or lower will require the student to retake the course.

## Required Courses

There are three groups of required courses. The **first group** of required courses offers a broad survey and in-depth understanding of forensic science sub-disciplines. These courses are:

FS 670 Elements of Forensic Science (3 hours) - First Semester (Fall)

FS 671 Conventional Criminalistics I (3 hours) - First Semester

FS 567 Forensic Toxicology (3 hours) – Fourth Semester (Fall)

FS 674 Molecular Biology in Forensic Science – Fall Semester

FS 673 Forensic Drug Analysis (3 hours) – Second Semester (Spring)

CJ 675 Law, Evidence, and Procedure Fifth Semester (Spring)

Students who *have already developed definite career patterns and expertise areas* may request the substitution of no more than three of the aforementioned required courses. The proposed alternatives should be advanced courses in the students’ expertise area.

As the **second group** of required courses, all students are required to register for

FS 679 Seminar in Forensic Science; 3 hours, taken both Spring semesters. A maximum of six hours of seminar credit may be applied toward the degree requirements. As a part of the requirements for the program and this course, each student is required to make a formal presentation of his/her research proposal, and a formal presentation of his/her completed independent research project. An appropriate presentation should be at least 20 minutes (proposal)/40 minutes (research) and discuss the student’s thesis or directed research. The quality of a presentation reflects the student’s knowledge, skill, and attitude, and determines whether he/she fulfills the seminar requirement and passes the final examination.

The **third group** includes leveling courses in biochemistry, molecular biology, quantitative, and instrumental analysis courses. These courses provide necessary background for understanding and effectively solving modern forensic science problems. These requirements are met by taking:

* CH 560 Biochemistry (3 hours)
* BY 511 Molecular Genetics (3 hours)
* FS 550 Instrumental Analysis (4 hours)
* CH 555 Analytical Chemistry II: Quantitative Analysis (3 hours) – Spring, taken with lab CH555L
* BST 611 Intermediate Statistical Analysis 1

Students who have these courses as parts of their undergraduate curriculum are required to consult the Program Director for exemption of these courses.

## Elective Courses

Due to the interdisciplinary nature of the program, each student is encouraged to design a course of study to meet his/her professional goals. This can be best accomplished by taking a series of appropriate courses and conducting a thesis research (or directed research) project on a topic within the area of concentration. Thus, it is essential that students fully consult with their Major Advisors, Graduate Study Committees, and the Program Director to design a suitable set of elective courses to complete their study plans.

Students should concentrate their elective courses in one specific area to facilitate the development of a clearly defined specialty. Graduate Courses offered in other Departments may be taken for elective credit with advisor and program director approval.

# Other General Policies

## Student Grievances

Judgments on **academic matters** are most appropriately made by individuals with expertise in the particular academic discipline involved. For this reason, complaints by students on academic matters are the responsibility of the department and school involved. Normally, such complaints can be resolved quickly through discussion with the faculty directly involved. In rare situations where such resolution does not occur, the student should contact the chair of the department, Kent Kerley (krkerley@uab.edu) to file a formal grievance. The student can request a meeting with Dr. Kerley. If the student decides to submit a formal complaint, the grievance should be submitted in writing and accompanied by any appropriate documentation. Grievances should be submitted at the earliest possible time. Otherwise, a notation of the complaint and resolution will be maintained by the Chair. The department should acknowledge the date a formal grievance is received and provide notice to the student of when an answer may be expected. It is the responsibility of the department chair to provide an answer to the student within 10 working days. If the matter cannot be settled within the department, the student has 10 working days from the day the department’s response is received to appeal to the Dean of the College of Arts and Science, Dr. Thomas (keciamt@uab.edu) . The Dean should acknowledge receipt of the student’s appeal and inform the student of the course of action within 10 working days of the date the appeal is received in the Dean’s office. At the Dean’s discretion, an advisory panel may be appointed to study the disagreement and make a recommendation to the dean. However, it is the responsibility and prerogative of the dean alone to make, in a timely manner, a decision on any academic disputes which have not been resolved at lower levels, and the decision of the dean is final.

If the student is not satisfied their issue has been resolved, there are several avenues they can pursue, including filing a formal complaint at the One Stop Student Services in the Hill Student Center. Additional resources include the UAB Office of Compliance and Risk Assurance https://www.dpo.uab.edu/compliance/uab-hotline, the Graduate Student Government https://www.uab.edu/gsg/, and the Forensic Science Education Programs Accreditation Commission (FEPAC), the UAB Office of Veteran Recruitment and Student Services, and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

MSFS students also have the option of registering complaints about the program through the Forensic Science Education Programs Accreditation Commission (FEPAC).

When complaints on **non-academic** matters cannot be settled by the persons directly involved, a written complaint should be forwarded to the Department Chair. If the Department Chair is unsuccessful in resolving the complaint, it may then be forwarded in writing to the provost or a designee for further consideration. MSFS students also have the option of registering complaints through, the Graduate Student Government (GSG) <https://www.uab.edu/gsg/>. For specific information concerning the procedures and processes for non-academic complaints and grievances, contact the Community Standards & Student Accountability, Hill Student Center, Suite 303, 1400 University Blvd Birmingham, AL 35233 or accountability@uab.edu, 205-996-1512. More details about the procedures and processes can be found at <https://www.uab.edu/students/accountability/?utm_source=golink&utm_medium=golink>

## Employment Requirements

According to the National Institute of Justice (2004), students wishing to pursue a career in forensic science should be aware that positions in these fields usually require extensive background checks similar to those required for law enforcement personnel and are likely a condition of employment. (National Institute of Justice (2004). Education and Training in Forensic Science: A Guide for Forensic Science Laboratories, Educational Institutions, and Students. NCJ Report 203099. Washington, DC: United States Department of Justice, pp. 7-10 - . https://nij.ojp.gov/library/publications/education-and-training-forensic-science-guide-forensic-science-laboratories)

## Removal of Deficiencies

Students may be admitted with deficiencies of a limited number of courses. These deficiencies may be removed by taking certain courses (both lecture and laboratory components) at UAB within a specified period. If deficiencies are because of unacceptable grades or courses taken too long ago, they may be removed by taking specified courses with "P/F" option and without the laboratory component. If approved, these deficiencies may be removed by taking the courses at other institutions. These decisions will normally be made by the Program Director. If the student has already selected a Major Advisor, the Major Advisor may provide advice on these matters.

## Oral Skills Development

Students may be required by the instructors (of the courses taken while in the program) to make oral presentations and to participate in moot court trial proceedings serving as expert witnesses.

In addition, students will present two in-depth seminars (*formal presentation*) as part of the FS 679 seminar course.

## Daily Participation

Conventional wisdom on the objectives and merits of graduate studies are not merely to provide “job training”, but to develop students’ problem-solving skills. This latter goal can be best accomplished through research activities that require enthusiastic initiatives from students. These initiatives are usually the result of close consultation and discussion with the faculty and fellow senior graduate students. The nature of the field requires students to devote substantial time to laboratory work. Considering that graduate studies require close consultation and regular laboratory work, full-time students are expected to devote at least 40 hours per week working in the University facilities such as libraries, classrooms, and laboratories.

Students may take the option of entering the program on a part-time basis. This should be discussed with the program chair and coordinated with the student’s research advisor. Attending part-time may extend the time to degree.

## Transfer Credit

A determination of the acceptability of transfer graduate credit will be determined by the Graduate Program Director in consultation with the Chair of the Department.

## Lab and Building Access

MSFS students have access to the teaching laboratory (UBOB 306), student computer lab (UBOB 202), and building (UBOB). Codes for access to these facilities will be distributed by Dr Linville. Keycard Access to the building can be granted by completing a UAB ONE Card form. Special permission for access to the building over the weekend is granted by the Chair of the Department. Access to research laboratories is granted by the respective faculty member.

## Parking

Information on parking can be found at the website: <https://www.uab.edu/transportation/parking/students-parking> . Several parking zones are available for students, with the most convenient for MSFS students being Zone-B1 (UBOB Parking Deck).

## Forensic Science Society Memberships

Students in the UAB MSFS program should be aware of several forensic societies: The Alabama State Association of Forensic Sciences (ASAFS), the Southern Association of Forensic Scientists (SAFS), the American Academy of Forensic Sciences (AAFS) and the International Association for Identification (IAI).

For students interested in joining any of the societies, the application information is available on their respective websites.

* <https://asafs.org/> (ASAFS),
* https://safs1966.org/ (SAFS),
* <https://www.aafs.org/> (AAFS),
* <https://www.theiai.org/> (IAI)

Student membership at a reduced price is available at the societies for full-time college students with a major in the natural, physical, or forensic sciences. The program director can write a letter of reference for any students wishing to join AAFS and other societies that require proof of enrolment.

## Graduate School Policies

The following material can be found in the UAB 2024-2025 Catalog of Graduate Programs (https://catalog.uab.edu/graduate/academicandstudentservices/) Adding or Changing Courses

Adding or changing courses after registration is possible each semester until the date specified on BlazerNET. Procedures are also specified on BlazerNet.

## Withdrawal from Courses

Graduate students are expected to complete courses for which they have registered, unless unusual circumstances require withdrawal. The procedures for withdrawal are specified on BlazerNET. Mere cessation of class attendance does not constitute withdrawal, either academically or for tuition charges. For students intending to withdraw from a class or classes after the Add-Drop period, the withdrawal request must be made no later than the posted date for all withdrawals. Check the Academic Calendar, https://www.uab.edu/students/academics/academic-calendar, for the appropriate semester to verify the last date for withdrawal. If a student follows the procedures to withdraw in BlazerNET, then a grade of “W” will be entered on the transcript.

## UAB Disability Support Services

UAB is committed to making its academic programs and services accessible to students with disabilities. Qualified students with disabilities are protected from discrimination based on their disability, as guaranteed by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Contact the **UAB Disability Support Services (DSS)** office at dss@uab.edu, (205) 934-4205 (Voice), or (205) 934-4205(TDD), or (205) 934-8170 (Fax) for details. More information on the DSS office can be found at <https://www.uab.edu/students/disability/>

Office of Diversity, Equity and Inclusion

The program supports the diversity, equity, and inclusion statement, which is available at https://www.uab.edu/dei/.

## Academic Conduct

The UAB Academic Integrity Code is available at <https://www.uab.edu/one-stop/policies/academic-integrity-code>. The University of Alabama at Birmingham expects all members of its academic community to function according to the highest ethical and professional standards. Students, faculty, and administration of the institution must be involved to ensure this quality of academic conduct. All students in attendance at UAB are expected to pursue all academic endeavors with integrity, honor, and professionalism and to observe standards of conduct appropriate to a community of scholars. Academic misconduct undermines the purpose of education. Such behavior is a serious violation of the trust that must exist among faculty and students for a university to nurture intellectual growth and development. Academic misconduct is generally defined as the use or provision of unauthorized assistance with the intent to deceive an instructor or other person assessing student performance. Academic misconduct includes, but is not limited to, each of the following acts when performed in any type of academic or academic-related matter, exercise, or activity.

CHEATING - Using or attempting to use unauthorized materials, including, but not limited to, materials, information, study aids, the work of others, or electronic device-related information, any of which have not been approved by the instructor.

FACILITATION - Assisting, knowingly helping, supporting, conspiring, or colluding with others to engage in any form of academic dishonesty.

PLAGIARISM - Claiming as your own ideas, words, data, computer programs, creative compositions, artwork, etc., done by someone else.

SELF-PLAGIARISM - Resubmitting your own previously submitted work without proper citation and permission from the current instructor to whom the original work was subsequently submitted.

FABRICATION - Presenting as genuine any invented or falsified citation, data or material.

FALSIFICATION/MISREPRESENTATION - Falsifying, altering, or incorrectly defining the contents of documents or other materials related to academic matters.

A student who commits an act of academic misconduct within the context of meeting course requirements will be given the grade of F in the course or on the assignment at the discretion of the department or program in which the misconduct occurred. Academic misconduct can occur in other contexts as well, such as when taking comprehensive examinations, performing research, preparing manuscripts or generally during the performance of other activities related to the process of satisfying degree requirements. Under the Graduate School policy, the program in which the student is enrolled may choose to expel the student from the university on the first offense. Students should consult the policies of their graduate program to determine whether expulsion can occur with a first offense. If, as determined by the records of the Graduate School or the department or program, the act of academic misconduct is a second offense, the student will be expelled from the university. The transcript of a student expelled for committing academic misconduct will bear the statement “Expelled for Academic Misconduct.”

Additional information on reporting academic misconduct, the appeal process, and penalties for violation of the Academic Integrity code can be found in the UAB Academic Integrity Code at https://www.uab.edu/one-stop/images/documents/academic-integrity.pdf

# Appendix A Committee Forms

UAB MSFS Program

Information for Committee Member

*2016 Form - updated 1/2024*

Dear ,

(Printed Name of third Committee member)

You are being asked to serve on the research committee for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(student name) in the UAB Master of Science in Forensic Science (MSFS) program. The purpose of this document is to inform you about the commitment requested of a committee member. Your signature will serve as documentation that the student has requested and received your permission to be added to the student’s committee.

As a member of the committee, your responsibilities are the following:

1. Serve as an intellectual resource to the student. Be available to discuss questions that may arise during the execution of the research. This can be via email, phone, or in person.
2. Attend the student’s final presentation on UAB campus or via Zoom (late April 2025).
3. Approve the student’s final paper and complete an evaluation of the paper. The evaluation entails completion of a quantitative evaluation form and providing comments to the student and his/her advisor (April). The turn-around-time will be two weeks.

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please sign below and return to the MSFS student. The student will provide you with a copy to keep for your records.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Signature of third Committee member)

UAB MSFS Research Committee Form

Candidate: Click here to enter text. Date: Click here to enter text.

Phone Number: Click here to enter text. Campus ID: Click here to enter text.

Email address: Click here to enter text. Anticipated graduation date: Click here to enter text.

 Semester/Term Year

Research Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COMMITTEE**:

Per guidelines (see attached), TWO of the THREE committee members listed below, including the thesis chair, MUST be members of the *Graduate Faculty Group* of the student’s degree program.

 Name Department/Institution

Committee Chair from the Department Click here to enter text.

Second Reader Click here to enter text.

Third Reader (outside the Department Click here to enter text.

**REVIEW AND APPROVAL OF ASSIGNMENT AND PLANNED TOPIC:**

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

 Committee Chair

Signature Date

 MSFS Graduate Program Director

**Appendix B**

**Best Practices for the Mentor/Mentee Relationship** (<https://www.uab.edu/graduate/images/documents/resources/faculty-program-directors/Best-Practices-for-the-Mentor-Mentee-Relationship-1.pdf>)

This document provides guiding principles to support the development of a positive relationship between a mentor and mentee. The purpose of these guidelines is to promote a mutual understanding of expectations and to develop a communicative relationship between the mentor and mentee from the beginning of training. A successful training experience requires commitment from the mentor and from the mentee.

**Expectations of a Mentor**

● To understand that the educational period is devoted to advanced training intended for the development of skills needed to promote the career of the trainee.

● To work with the trainee to develop a mutually agreed upon research plan with well-defined expectations and goals early in the training period. Evaluate regularly and develop a backup plan if first project is not successful.

● To provide regular feedback on performance and to provide a formal evaluation at least annually.

● To maintain a relationship with the trainee that is based on trust and mutual respect. To cultivate a culture of tolerance and to comply with all existing University policies, including the Equal Opportunity and Discriminatory Harassment Policy, Title IX Sexual Violence and Sexual Misconduct Policy, Duty to Report and Non-retaliation Policy, and other relevant policies.

● To promote and comply with all ethical standards for conducting research, including all institutional, state, and federal regulations as they relate to responsible conduct in research, privacy and human subjects research, animal care and use, laboratory safety, authorship, peer-review guidelines, data reporting, ownership, and sharing.

● To ensure that confidential information is properly maintained and disposed of in a secure manner, as required by FERPA and any other applicable federal or state law or University policy or procedure.

● To provide the trainee with guidance and mentoring and to seek the assistance of other faculty and departmental/institutional resources when necessary.

● To encourage the trainee to seek input from multiple mentors, faculty, and peers, and to ensure trainee has regular committee meetings per program requirements, or at least once per year.

● To demonstrate a professional tone of communication and constructive criticism to the trainee.

● To provide a supportive training environment to facilitate the trainee’s professional growth.

● To assist the trainee in submitting research for publication in a timely manner and to give appropriate credit to the trainee for work done.

● To acknowledge the trainee’s contribution to the development of any intellectual property as appropriate and consistent with all applicable University policies.

● To foster career development and to encourage and assist the trainee to apply for appropriate fellowships and awards that support the transition to independence.

● To encourage and facilitate the interaction of the trainee with fellow scientists both intra- and extramurally, including the trainee’s attendance at professional meetings to network and present research findings.

● To understand that there are multiple career options available for trainees and to provide assistance in exploring appropriate options, calling on other experts as appropriate.

Updated 10/29/18 These “best practices” are broad guidelines adapted from AAMC’s Compact Between Postdoctoral Appointees and Their Mentors.

**Expectations of a Mentee**

● To understand that the trainee has the primary responsibility for the development of their own career which requires lifelong learning.

● To develop with the mentor a mutually agreed upon research plan that includes well-defined goals and timelines. Develop a backup plan if first project is not successful.

● To seek regular feedback on their performance and career planning and ask for a written evaluation at least annually.

● To perform research activities conscientiously, to maintain complete and accurate research records, and to catalog and maintain all tangible research materials that result from the research project.

● To comply with all ethical standards, including all institutional, state, and federal regulations as they related to responsible conduct in research, possible conflicts of interest, privacy and human subjects research, animal care and use, laboratory safety, authorship, peer-review guidelines, data ownership, reporting, and sharing.

● To show respect for and work collegially with faculty, trainees, staff, and other individuals with whom the trainee interacts.

● To comply with all existing University policies, including the Equal Opportunity and Discriminatory Harassment Policy, Title IX Sexual Violence and Sexual Misconduct Policy, Duty to Report and Non-retaliation Policy, and other relevant policies.

● To assume progressive responsibility and management of their research project(s) as it matures.

● To demonstrate honest and professional communication with the mentor.

● To have open and timely discussions with the mentor concerning the dissemination of research findings, authorship and the distribution of research materials to third parties.

● To work with the mentor to disseminate research results through regional/national presentations, peer reviewed publications, etc. in a timely manner

● To understand that the trainee is ultimately responsible for their own career development.

● With respect to data ownership, to understand that the original notebooks, digital files, and tangible research materials belong to the institution and will remain in the lab when the trainee finishes training, in accordance with institutional policy.

● To actively seek out opportunities outside the laboratory (e.g., professional development seminars and workshops on oral communication, scientific writing, collaborative research, and teaching) to develop the full set of professional skills necessary for success in the trainee’s chosen career.

All mentors and mentees are responsible for adhering to UAB’s academic policies, as published in Catalog of

Graduate Programs (<http://catalog.uab.edu/graduate/>)