

Professional Expectations (adapted from Lindsey Passenger Wieck, St. Mary's University, August 2018, <https://medium.com/@lindseypassengerwieck/practicing-professionalism-a-graduate-student-guide-96b03e36a322>).

Email and Communication

- **Check your university email regularly** for announcements related to class and professional opportunities, as well as for essential university communication.
- **Reply promptly** to any emails requiring response. Use proper email etiquette. A reasonable expectation is to give a reply in 72 hours.
- It's okay to send a **follow up email** as a *polite nudge* if the person has not replied after 3 business days.
- Be mindful of your use of **cell phones**, mobile devices, and other distractions. Silence them in class and during events.

Respect

- **Please respect your peers and other professionals in person and online.** Do not bully or disrespect others. If you are experiencing any problems, speak with a faculty member or supervisor immediately to work to resolve any issues.
- Be an **active listener**. Be respectful of different points of views. Be calm and judicious in your responses.
- All of your **social media** accounts should uphold professional standards that meet university and professional codes of conduct.

Academic Honesty & Plagiarism

- Familiarize yourself with program guidelines and graduate studies policies including academic honesty/integrity, plagiarism, cheating. The work you do in your program must be your own.
- Be sure to **cite your sources** to avoid issues of plagiarism and dishonesty.
- When **collaborating** with other students or faculty, fairly attribute their contributions. Respect others' opinions, fairly divide work, and communicate regularly with your team.
- Talk to your professors or supervisors immediately if you have questions or doubts about what constitutes academic dishonesty. Plagiarism carries serious consequences that could jeopardize your graduate education and future career.

Professional Conduct

- **Show up prepared:** read for class, prepare for presentations or your coursework.
- **Show up on-time:** If it is impossible to be on time with something, communication is key. Let the person know as soon as possible and propose an alternative. Don't create a habit of showing up late for class or for appointments. If you miss an appointment, contact the other party as soon as possible to apologize and arrange an alternative. **Own your mistakes.** Learn from them. Take criticism for your mistakes in stride.

- **Be kind and gracious** to the librarians and other staff who support your research and the mission of the school. Treat them as professionals. Express your gratitude to them.
- **Support your colleagues:** take the time to listen to them. Discuss your successes and stresses. They are your support network through grad school and beyond.
- **Self-Care:** Maintain your friendships, outside hobbies and routines, and your health. Get a good night's sleep. Your health and well-being still should be priorities!
- Be attuned to your **mental health**. Anxiety and stress can creep up on you. Please reach out if you're overwhelmed or need assistance.
 - Handle stress effectively by using positive coping mechanism, appropriate self-care and developing supportive relationships with colleagues, peers, and others when stress impacts scholastic and/or professional performance.
 - Engage in counseling or seek out support and help for personal problems, psychosocial distress, substance abuse, or mental health difficulties.

Coursework & Research Fellowships

- Late assignments: If you anticipate turning in an assignment late, contact the instructor in advance to discuss.
- **Attend classes regularly and participate actively.** Unless it is an emergency, contact the instructor in advance if you know you will miss a class; with the instructor, develop a plan for how you can make up any work missed.
- Communication: If you are facing challenges (either academic or personal) in your courses/coursework, speak with the instructor. The earlier is better. This will help the instructor understand your challenges and help you.

Summer 2023