

Expectations and Guidelines for Daehyeok Kim's Research Group

1. Joint Expectations for Mentees and Research Advisor

- **Code of Conduct:** Our group is committed to fostering an inclusive and welcoming research environment for everyone, regardless of race, color, sex, pregnancy, gender, gender identity, sexual orientation, gender expression, religion, age, national origin, ethnicity, veteran status, disability, genetic information, military status, or any other legally protected characteristic. All members of our group are expected to behave with respect and professionalism at all times, adhering to the University's non-discrimination policies (e.g., [HOP 3-3020](#), [HOP 3-3021](#), [HOP 3-3031](#)) and upholding the code of conduct set forth by the department and our group. Students must also comply with the University's standards of conduct.
- **Ethical Pursuit of Research:** In alignment with [HOP 7-1230](#), all research personnel, including faculty and graduate research assistants, are expected to uphold the University's standards for ethical research and scholarship. This includes the responsibility to report any suspected Research Misconduct. Research Misconduct is defined as the intentional, knowing, or reckless fabrication, falsification, or plagiarism in proposing, conducting, reviewing, or reporting research. Such misconduct is a serious violation that may result in dismissal from the department and/or the University.

2. Expectations for Mentees (Graduate Students)

- **Taking "Ownership" of Your Degree and Career:** While your research advisor is here to guide and support you, the primary responsibility for your future lies with you:
 - As a graduate student, you are primarily responsible for successfully completing your degree. Commit fully to your graduate program and take ownership of your research. Uphold high standards of professionalism, self-motivation, engagement, and ethics.
- **Research Progress and Professional Development of Graduate Students**
 - You are expected to meet with your research advisor at least once a week to receive guidance and feedback on your research, academic performance, and professional development.
 - Your progress will be evaluated through these regular meetings.
 - As you advance in your graduate studies, you are expected to demonstrate greater independence in research, a strong command of the relevant literature, refined analytical and communication skills, and a solid publication record. By your final year, you should be taking the lead on your research, including making decisions on research directions and publishing papers with minimal supervision.
 - You are expected to deliver at least one oral presentation each semester during the UTNS group meeting.
 - Attendance at UTNS group meetings and Systems lunch seminars is mandatory, while participation in other departmental seminars is strongly encouraged.
 - For career advice, seek guidance from your research advisor, thesis/dissertation committee, other mentors, career counseling services, [CNS resources for graduate students](#), and any other available resources.

- **Communication Protocol**
 - We use Slack and email (via your official UT address) for asynchronous communication.
 - You are expected to be online and respond to Slack messages **within two hours** during working hours on weekdays.
 - You are responsible for managing the calendar event for your weekly meeting.
- **Funding Expectations:** Your funding is expected to come from a mix of graduate research assistantships (GRAs), teaching assistantships (TAs), and fellowships, **contingent on maintaining good standing**. While supported by a grant, it is crucial that you focus your efforts on the research project funded by that grant. The continuation of funding relies on the successful results of current projects, as your advisor must submit regular progress reports and new proposals to funding agencies.
- **Authorship on Publications**
 - You are expected to aim for submission to top-tier conferences, ensuring that your papers are of very high quality.
 - You will be the lead author of a paper **only if you have significantly contributed to the ideation, implementation, evaluation, and writing**.
 - A complete draft, with all sections written, must be ready **at least one week before the submission deadline**. Without this, your advisor will not be able to provide meaningful feedback or editing support, and the paper may not be submitted.
- **Effort, Working Hours, and Modality**
 - As a graduate student, you are typically funded to work 40 hours per week, though this may vary, especially around paper deadlines. Productivity is valued more than the sheer number of hours worked.
 - You are expected to work at GDC from **9 am to 5 pm** as much as possible to facilitate interaction with your advisor and other group members.
 - Unless special accommodations or flexible work arrangements have been made, you are expected to work **in person at least four days a week**.
- **Frequency and Modality of Meetings**
 - You are expected to meet with your advisor once or twice a week, with **in-person attendance being the default** to encourage better engagement and participation.
 - Attendance at group meetings is mandatory.
 - If special accommodations or flexible work arrangements are needed, you must inform your advisor **at least a day before the meeting**.
- **Vacation and Travel:** Discuss your plans for travel and vsaction with your research advisor before making any arrangements. All work-related travel (e.g., to conferences) requires prior approval from both your advisor and the University (RTA travel form).
- **Resources for Dealing with Workplace Conflicts:** If you encounter workspace conflicts that you are not comfortable discussing with your research advisor/mentor, please consider reaching out to departmental resources (e.g., the Department Chair, Associate Chair, graduate advisor, postdoc representative); university resources, such as the Student Ombuds, Staff Ombuds, UT Employee Assistance Program; and the CNS Deans Office for Graduate Education. Official complaints can be filed with the Department of Investigation and Adjudication (DIA), and the Title IX office.

3. Expectations for Research Advisor

- **General Goals:** In alignment with the expectations outlined in Section 1, I am committed to fostering an inclusive and supportive environment for all graduate students and postdocs while upholding the highest ethical standards in research. My aim is to be supportive, equitable, accessible, encouraging, and respectful, while actively promoting the personal growth, professional development, and success of all group members.
- **Regular Meetings and Guidance:** I will hold regular one-on-one meetings with my mentees (at least once a week) to offer guidance and support in their research, professional development, and personal growth. Specific activities include:
 - Assisting mentees in developing their research projects, setting realistic goals, and striving for high-quality publications and theses.
 - Establishing clear expectations and revisiting them as projects progress.
 - Providing guidance and feedback on paper writing and submission processes.
 - Discussing best practices and authorship policies.
 - Connecting mentees with additional mentors and collaborators as needed.
 - Facilitating access to professional development opportunities, such as internships.
- **Financial Support and Resources:** I am committed to securing financial support and necessary research resources for my mentees. This includes:
 - Offering Graduate Research Assistantships (GRAs) to help graduate students focus on research and minimize the need for Teaching Assistantships (TAs).
 - Providing access to essential research resources, including software, computing facilities, and other necessary equipment.
 - Ensuring access to travel funds for attending conferences.
- **Scientific Expertise and Connections:** I will provide my mentees with scientific expertise and connect them with professionals in the field. This includes:
 - Offering opportunities for engaging in impactful research projects and collaborations.
 - Facilitating networking with a wide range of mentors and collaborators.
 - Connecting mentees with broader opportunities that align with their skills.
 - Providing feedback on papers, research initiatives, fellowship applications, and job searches.
 - Writing letters of recommendation.
- **Support Career Goals:** To the best of my ability, I will provide advice and skill development that will help my mentees be competitive in their chosen career paths. I will also direct them to other mentors, career counseling services, and any other relevant resources as needed.
- **No Retaliation Policy:** I commit to not retaliating if a mentee feels the need to seek external advice or assistance (e.g., by contacting other faculty members, department leadership, the university ombuds office, etc.) regarding their interactions with me or my research group.

By signing below, we agree to the expectations for both the mentee and the research advisor.

Mentee's signature: _____ Date: _____

Advisor's signature: _____ Date: _____