Advisor Statement

Masato Yamamoto, MD, PhD

Faculty Philosophy on Advising:

I believe the most important parameter for advisor is the growth of the student. Most importantly, I expect PhD students to acquire the skill, knowledge, and experience to swim into the uncharted sea of knowledge as PhD at the time of graduation. I strongly believe the most important data is “unexpected and reproducible” data, not “expected” data. I welcome challenges to the hypothesis and thoughts I talk. We all (regardless of Professors – Students) are doing experiments because we do not know the result. Particularly, after graduating colleges, there is no textbook which tell the answer (please also remember, textbooks are always changing and not always correct). Professors are then just “more experienced” researchers compared to students, ultimately. You must not hesitate showing the data against hypothesis. However, please be prepared when you report the results or challenge the hypothesis. In order to do so effectively, you have to think your material through. Please assess what you have and tell what you think. This way, advising will be more effective toward your growth as a scienitst. Lastly, please be a good team player. You do not have to do everything by yourself. Getting help from advisor or peer researchers is very important skill you have to learn. What is described below a prototype, and can be modified as necessary based on the discussion with the student.

Research:

- Together with Advisor, students will initiate the hypothesis, plan experiments, assess the data, and write manuscripts.
- In general, projects will be developed as mixture of a variety of projects: “starting from scratch”, “new direction of existing material/concept” and, “continuation/finishing up of ongoing projects”. This will allow the student to experience multiple aspects of the project in relatively short time and to use time more efficiently.
- The student’s primary area of responsibility and expectations are:
    - Participation to brainstorming
    - Hypothesis setting (with advisor)
    - Experimental planning (with advisor)
    - Experiments (with some help of advisor)
    - Data gathering (with some help of advisor)
    - Data interpretation (with some help of advisor)
    - Writing first draft of manuscripts on time
    - Editing (with advisor)
    - On-time wiring of their thesis

- In lab working hours: average 40hrs/wk. The students are allowed to design their work time along with the plans/needs flexibly. While we may have to set up core work hours to maintain the connection/communication among the members, there is no set time for starting or ending of the day. The evaluation will be done based on the productivity of the students, not by hours.

Graduate Stipends and Funding:

- Graduate programs and Advisors responsibility for supporting graduate students during their time in the program will be determined along with the description of each graduate school program.
- Student are encouraged to apply for grant and fellowship when there are appropriate opportunities. Grant writing is a great experience for the development towards an independent researcher.
- The students are expected to participate in grant writing to get familiar with the system and the approach.
- Support for student fee payments will be provided along with the agreement with the program.

Authorship and Data Ownership:

- Student is expected to have at least one first-author peer-review experimental publication. Most of them publish 2 or more of it.
- Authorship will be determined along with NIH guidelines (here). However, if the student cannot provide the first draft within a reasonable timeline after the student's departure from the lab, the first authorship may be transferred to another person contributed to the study.
- The golden rule is that the person who put the largest amount of effort will be the first author (most likely the student for her/his project).
- At this time, hardcopy notebooks written with ink have to be written as the record of the experiments. Computer files will have to be kept and backed up. Basically, the students will have to leave the original at the lab upon departure and be allowed to have copy of them with them.
- Both Advisor and Student have right to use the data in grant applications
- If the student made a significant contribution for the intellectual property, the student will be listed as a co-inventor of application.

Reading and writing expectations:

- For writing, it is strongly recommended to write down immediate translations of the data on your notebook within the day you got them. You are expected to be able to generate Methods, Figure/Tables, Legends, Result section of the experiments you did within 2-3 days after requested since all information are on your notebook.

- Advisor will do the best to give back the feedback and response within one week after the Advisor received it. If it is no feasible due to any reason, the advisor will notify the student the timeline ASAP.
- Quick absorption of necessary information from publication is a critical skill for your success. You are expected to read publications at least in the area with relevance to your research and be able to use the knowledge to discuss with the advisor.
- The students are encouraged to take advantage of grant writing training/workshop opportunities from the University, Program, as well as department. Advisor strongly encourage students to write actual grants with Advisor to get first hand experiences of grant writing.
- The student has responsibility to maintain the literature they have to refer to support their sciences. It is necessary to store the literatures used for grant or manuscript writing in a reference management system (EndNote, or equivalent that allow the conversion to EndNote usable data).

Meetings with advisor:

- Advisor will have 1:1 meeting weekly. Some of them may be on-line. The team will have once a week large group Journal Club and Data Discussion. The team will also have research discussion one a week in a small group setting.
- Unless shown as urgent in the subject line, student does not have responsibility to reply to email or txt communications after hours or weekend. In regular business hours, response within 4 hrs in business hours is strongly recommended.

Seminars, Research conferences, and meetings:

- Advisor and student will attend all Program required seminars.
- Program and lab journal club is mandatory.
- The student is encouraged to submit abstract to conferences.
  Advisor will provide a travel support for oral presentations. The support for poster presentation will depend on the content and financial situation.

Independence:

- The student is expected to become capable to work independently ASAP, while he/she can seek help/support/instruction anytime they want. Initial series of training will be done by doing things together with someone experienced.
- The student is expected to take initiative for the project where the student is taking the major role.

- Please do not hold issues by herself/himself. The capability seeking help is an important skill to survive as a scientist.
- Please actively help others. If someone's experiments could not be done without her/his help. The student will get co-authorship in manuscripts and presentations.

Professional Career Development:

- The middle- and long- term advices will be done based on Individual Development Plan (IDP). Therefore, timely submission and updating of IDP is a requirement.
- Frequency of IDP discussions: every 6 months
- The student is encouraged to do networking with colleagues in the field. The advisor will assist that.
- It is reasonable that the career goal changes over time, and the rout to the goal is not always one. The advisor will discuss career path opportunities available. Student is encouraged to contact and use the Office of Professional Development within Medical school.

Communication skills

- The student must be able to give a presentation about her/his project, including background, feature of diseases, research contents, related publications of the field.
- The student is encouraged to take a course for communication/presentation if there is an appropriate one for her/him.

Monitoring Progress and Assessments:

- The student is responsible to get necessary credits on time towards graduation with degree.
- The Student is responsible to schedule program required committee meetings sufficiently ahead of time. Please keep in mind that the faculty members has busy schedule and may not be able to find an optimal time unless the student start contacting them early enough.
- The student and advisor will complete annual review forms on time.
- The student is responsible for the preparations for written and oral exam with sufficient lead time. Please keep in mind preparation and getting comments back from advisor and committee members may take more time than the student expect. Please initiate preparation early enough.

Timeline and Time Management:

- Time to degree expectations: 4-5 years
- Expectations for amount of time/days in the lab: in general 40 hrs per week. Our lab does not have designated start/end time, but meeting

attendances are required. Please be flexible since sometimes one experiment take more than 8 hours a day. The evaluation will be done based on the achievement, not by the hours in the lab.
- Acquisition of time management skill is requirement during PhD program.

Personal Life and Wellness:

- A variety of mental health resources available on campus
- I encourage the student to seriously consider work/life balance. University-, medical school-, department- wide helps are available.
- Vacations, holidays, absences are as described in University policy. Please don't forget to report off days and ask someone the maintenance of the experiments during absence when necessary.
- Notifications policy for vacation and absences are as described in the University policy.
- We usually have summer BBQ, and holiday gathering. Sometimes we have farewell gathering. Participation is strongly encouraged.

Professionalism and ethics:

- Completion of Responsible Conduct of Research Training is mandatory
- No tolerance for any form of harassment, discrimination, misconduct is out policy
- Data integrity and reproducibility is the most important thing for science. I want to see unexpected data ASAP. Please don't hesitate to report unexpected data to the advisor. Hiding unexpected data is a subject of disciplinary action.
- Ethical treatment of animals along with approved with IACUC protocol is required.
- Please finish work you are expected to do within a reasonable timeline. If you don't finish writing your work within a reasonable time line, you may lose your first authorship or coauthorship.
- Resources are available to report harassment and misconduct
- You are expected to treat other students/postdocs/staff within your lab with respect and dignity.

Conflict Resolution:

- This advisor wants to maintain open dialogues with student(s) as much as possible.
- Depends on the nature of the conflict, the student should talk to mentor, DGS, committee chair, Associate Dean, other faculty, or others when dealing with a conflict.
- Student Conflict Resolution Center is available for students
- University of Minnesota has a system to report misconduct.

Program/University Expectations:

- Full participation in graduate program related activities (recruiting, conferences, organizations, etc) are strongly encouraged. This is very important opportunities to get peers and expand her/his network to other labs and departments.
- Responsible behavior as a member of the program and university is expected.

Faculty Philosophy on Teaching (if applicable):

Already described at the beginning.

Advisor statement on Diversity:

Below is an example statement developed by the MICaB Diversity Equity and Inclusion Committee. Please edit or modify to reflect your own lab.

The Yamamoto laboratory is committed to fostering and maintaining a culture of equity, inclusion and diversity and to providing an environment in which all members of the lab can strive to achieve their full potential. Commitment begins with the admission that systemic bias and discrimination are as much a part of the academic and scientific environment as they are of society at large and that a conscious and sustained effort is needed to identify, and combat, such bias. Our commitment, thus, extends to -

a) actively facilitating a culture where any member of the group can speak up, ask questions and be heard and feel included, regardless of background or ability

b) celebrating the unique capabilities of each member and using these to improve our interactions and to strengthen our science

c) mentoring in a manner that respects and supports needs, styles and career goals of individuals without discrimination

If relevant describe your own current and past participation and/or leadership roles in:

DEI related events and activities

Experience in mentoring and/or teaching students from historically underrepresented groups

Suggested reading or supporting material:

We have discussed this advising statement and understand the expectations and responsibilities that come with entering into this advising relationship for PhD training.

_____ Date: _____

PhD Student Signature

_____ Date: _____

PhD Advisor Signature