

MEMORANDUM

TO: Michael Smotherman, Ph.D.
Chair, Texas A&M Institute for Neuroscience (TAMIN)

THROUGH: _____
Mentor's Department Head/Chair (Signature)

FROM: _____
TAMIN Faculty Mentor (printed) (Signature)

Mentor's Department **Date:** _____

This memo is to acknowledge my acceptance of _____ (student's full name), a graduate student in the TAMIN graduate program, into my laboratory for his/her dissertation research. Students in the TAMIN program rotate through two to three laboratories during the first 8 months at Texas A&M University (TAMU). Based on this experience, and after consultation with the faculty member, the student selects a potential faculty mentor who will oversee the completion of their dissertation.

Funds have been identified to cover essential laboratory costs for the graduate student identified above. I understand that it is my responsibility to serve as the chair of the student's dissertation advisory committee and to fulfill all of the responsibilities of the chair as defined by the Graduate and Professional School at TAMU. TAMIN covers the student's stipend, tuition and fees for the first year (12 months). I accept responsibility for coordinating and securing the financial support of this graduate student, including the graduate stipend and benefits, and this commitment is for the next four years. This support may be provided through a combination of research and/or teaching assignments, coordinated through my department.

My stipend support for the student will begin on _____ (Month, Date, Year). An effort will be made to assure that the stipend support (including tuition remission and fees) is at a level similar to that provided by the TAMIN graduate program. If for some reason, I am not able to meet these obligations, I will meet with my department head/chairperson to work out the mechanism for supporting this student.