

MENTOR–GRADUATE TRAINEE EXPECTATIONS AGREEMENT

Trainee/Mentee: *****

Mentor: Mike Kisley

Date of agreement: 9/14/2022

Timeframe: 2022-2023 academic year + summer 2023

This agreement is intended to outline the parameters of our work together on this research project. As the project evolves, it will be important to revisit the proposed goals at regular intervals.

1. Our major goals are: (revised at least yearly)

A. Proposed research project goals –

- submit manuscript describing completed series of studies to a journal for peer review
- write thesis proposal during fall 2022 semester; propose fall 2022 or spring 2023
- collect and analyze data for thesis project before end of summer 2023
- 1 additional study, time permitting

B. Trainee’s personal and/or professional goals –

- present at a professional conference
- apply for research funding
- Start thinking about post-graduation plans

2. We expect to work together on this project for at least the rest of the 2022-2023 academic year and through summer 2023

3. The trainee will propose their weekly schedule to the mentor by the 1st week of the semester. If the trainee must deviate from this schedule (e.g., to study for an upcoming exam), they will communicate this to the mentor at least 24 hours (weeks/days/hours) before the change occurs.

4. On a daily basis, our primary means of communication will be through (circle all that apply):

face to face/phone/email/instant messaging/other

Texting is OK as well, for very brief communications such as running late for a meeting.

Both the mentor and mentee will reply to emails within 24 hours during the typical work week (M-F). If the reply requires substantial work, it’s OK to reply “Understood. I will get that information to you before the end of this week,” or similar.

5. We will meet one-on-one to discuss our progress on the project and to reaffirm or revise our goals for at least 45 minutes 2 time(s) per month.

a. (Circle one): It will be the (trainee's/mentor's) responsibility to schedule these meetings.

b. In preparation for these meetings, the trainee will:

- review what was done since last meeting and complete any specific tasks as agreed upon and/or needed

- be prepared to update the mentor on project progress made since the last meeting (this may include a summary of relevant literature read, project status reports, data analysis results, etc.)

c. In preparation for these meetings, the mentor will:

- review what was done since last meeting and complete any specific tasks as agreed upon and/or needed

6. When learning new techniques and procedures, the mentor will train the trainee using the following procedure(s) (circle all that apply)

write out directions, hands-on demonstration, verbally direct as the trainee does the procedure, direct them to journals or other written sources, direct them to other faculty members

...depending upon both the mentees knowledge and confidence, as well as the mentor's knowledge and background on any particular topic or issue

7. If the trainee gets stuck while working on the project (e.g., has questions or needs help with a technique or data analysis), the procedure to follow will be:

- ask questions during bi-weekly meeting

- email mentor for help

- reach out to other members of lab to see if they could help

- ask questions at lab meetings

8. The mentor and trainee have discussed the methodology used in the lab in detail and the trainee understands what is expected of them.

yes

9. The mentor agrees to read and revise the trainee's research writing according to the following procedure (e.g. written/verbal feedback, providing feedback on first drafts and/or only on completed drafts, etc.):

The mentor will provide written and verbal feedback throughout the process of developing the thesis document, abstracts for conference presentations, grant applications, and any other documents that result from the mentee's project. Drafts should be relatively polished before being sent to the mentor. If draft is "rough," mentee should give a heads up to that effect, and ask for the specific type of feedback they would like (eg, "How is overall flow?" "What main ideas am I missing?") Either way, the mentor and mentee will likely go through many draft revisions of any written document before the mentor agrees it can be considered finalized, and ready for submission or distribution. Historically, mentees of this mentor often go through 8-10

drafts for thesis proposals, thesis defense documents, and manuscripts submitted for peer-review publication. Conference abstracts are usually finalized in fewer drafts, between 2 and 4.

Overall Understanding:

1. Because this research is collaborative, and depends upon the input of both the mentor and the mentee, it is considered to be the intellectual property of both the mentee and the mentor.
2. The mentee agrees not to present any of the research findings from this laboratory in any shape or form without the explicit consent and approval of the mentor, and vice versa.
3. Any conference presentations or publications that result from this research will include both the mentee and the mentor as authors. The individual who writes the majority of an abstract, paper or presentation will be the first author. In the event that multiple people contribute equally to the writing, this will be acknowledged with a footnote on the publication, and the authors will be listed alphabetically by last name. However, if one of the authors who contributed equally to the writing lead the research project, they will be the first author. The first author of a presentation will also be the presenter, except under unusual circumstances (eg, the intended presenter is sick, so the other author presents).
4. Mentor-mentee relationships support both the mentor and mentees professional growth and success and often result in strong professional bonds and friendship. However, disclosures made within these relationships are not confidential and maintaining professional boundaries is critical to success.
5. As a reminder, all university policies and procedures must be followed. Additionally, mentors are considered mandatory reporters under campus policy, and must promptly report any known or suspected criminal activity, sexual misconduct, or protected class discrimination and harassment. Mentees who have concerns about professional boundaries are encouraged to contact {sponsoring office} to discuss their concerns.
6. Other issues not addressed above that are important to our work together are:

By signing below, we agree to these goals, expectations, and working parameters for this research project.

Trainee's signature: _____ Date: 9/14/2022

Mentor's signature Date: _____ Date: 9/14/2022

Adapted from: Branchaw, J. L., Butz, A. R., & Smith A. R. (2019). Entering Research (2nd edition). New York: Macmillan