

Mentor–Mentee Agreement

Adapted from: Branchaw, Pfund, & Rediske (2010). *Entering Mentoring: A Facilitator's Manual*.

Meet with your mentor to discuss what each of you expects from this research experience and complete a mentor–mentee agreement. In the agreement you will define a set of common goals and expectations. To prepare for this meeting, consider the topics listed below.

1. Why do you want to do research? Why does your mentor want to supervise an undergraduate researcher?
2. What are your and your mentor's career goals? How can this research experience and the mentor–mentee relationship help each of you achieve them?
3. What would success in this research experience look like to you? To your mentor?
4. How many hours per week and at what times/days do you and your mentor expect you to work?
5. What, if any, specific technical or communication skills do you expect to learn as part of the research experience? What specific skills would your mentor like you to learn?
6. Once you are trained in basic techniques, how closely or independently do you want to work with your mentor? What level of independence does your mentor expect you to achieve, once basic techniques are learned? How will they know when you have reached this level?
7. How will you document your research results? Is there a specific protocol for keeping a laboratory notebook in your research group?
8. To whom do you expect to go if you have questions about your research project? Does your mentor expect you to come solely (or first) to them, or should you feel free to ask others in the research group? If others, can your mentor identify those in the group who would be good resource people for your project?
9. If you have previous research experience, what skills do you expect to bring to your new research group? If a student has previous research experience, is there anything the mentor should share about this research group that is unique and the student should be aware of?

Mentor–Mentee Agreement

Mentee (print) _____ Mentor (print) _____

This agreement outlines the parameters of our work together on this research project.

1. **Shared Goals** (what you hope to achieve as a result of this relationship; e.g., learn skills necessary for success in academic research, explore new career opportunities/alternatives, obtain knowledge of organizational culture, networking, leadership skill development, etc.)
 - Specific research project goals:

2. Steps to achieving goals as stated above (e.g., meeting regularly, collaborating on research projects, steps to achieving independence, etc.):

3. Meeting frequency (frequency, duration, and location of meetings):

4. The mentee will work at least _____ hours per week on the project during the academic year (excluding university holidays and breaks).
 - The mentee will propose their weekly schedule to the mentor by the _____ week of the semester.
 - If the mentee must deviate from this schedule (e.g., to study for an upcoming exam), then they will communicate this to the mentor at least _____ (weeks/days/hours) before the change occurs.

5. Our primary means of communication will be through: (select)
face-to-face/virtual meetings/phone/email/instant messaging/other _____

6. We will submit to present at the following campus/regional/national conferences:

7. If conflict arises, our plan will be:

8. Plan for evaluating relationship effectiveness (e.g., monthly review of notes from meetings, goals, and outcomes/accomplishments):

9. The standard operating procedures for working in this research lab, which all lab members must follow and the mentee agrees to follow, include (e.g., follow all IRB regulations, attend regular lab meetings, reorder supplies when you use the last of something, keep lab space clean and organized, etc.)

Relationship termination clause: In the event that either party finds the mentoring relationship unproductive and requests that it be terminated, we agree to honor that individual's decision without question or blame. It is the mentee's responsibility to notify the Honors Director.

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

Mentee's signature _____ Date _____

Mentor's signature _____ Date _____