# MENTOR–GRADUATE TRAINEE EXPECTATIONS AGREEMENT

**Trainee (print)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mentor (print)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 and/or research lab goals –

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

2. We expect to work together on this project for at least \_\_\_ years.

3. The trainee will propose their weekly schedule to the mentor by the \_\_\_ 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 \_\_ (weeks/days/hours) before the change occurs.

4. Anticipated means of communication are (circle all that apply):

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

1. For each of the above, describe when that form of communication is acceptable (when and for what purpose).
2. Describe the time frame in which a response is expected from the mentor and/or trainee.

5. We will meet one-on-one to discuss our progress on the project and to reaffirm or revise our goals for at least \_\_ minutes \_\_ 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:

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

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, other

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:

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

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, after peer review, etc.):

**Overall Understanding:**

1. The trainee 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.

2. 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.

3. 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.

4. 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor’s signature Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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