

## Undergraduate Mentor-Mentee Contract

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Undergraduate Mentee: \_\_\_\_\_

Graduate/Faculty Mentor: \_\_\_\_\_

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

1. Our major goals are:
  - a. Research project goals: \_\_\_\_\_
  - b. Mentee's personal/ professional goals: \_\_\_\_\_
  - c. Mentor's personal/ professional goals: \_\_\_\_\_
2. Our shared vision of success of this research project is:

3. We agree to work together on this project for at least \_\_\_\_\_ semesters.
4. The mentee will work for at least \_\_\_\_\_ hours per week on the project during the academic year, and \_\_\_\_\_ hours per week in the summer.

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), they will communicate this information to the mentor at least \_\_\_\_\_ (hours/days/weeks) before the change occurs.

5. On a daily basis, our primary means of communication will be through (face-to-face, phone, email, text): \_\_\_\_\_
6. We will meet one-to-one to discuss our progress on the project and to reaffirm or revise our goals for at least \_\_\_\_\_ (minutes, hours) \_\_\_\_\_ time(s) per month.

It will be the (mentee's /mentor's) responsibility to schedule these meetings.

In preparation for these meetings, the mentee will:

In preparation for these meetings, the mentor will:

At these meetings, the mentor will provide feedback on the mentee's performance and specific suggestions for how to improve or progress to the next level of responsibility through (written evaluation / verbal evaluation/ other way).

7. The mentor will train the mentee on new techniques and procedures using the following the following (written directions / hands-on demonstrations / verbal directions as mentee does the procedure or activity / other way):
  
8. If the mentee runs into problems while working on the project (e.g., has questions or needs help with a technique, etc.) the procedure to follow will be:
  
9. The standard operating procedures for working in our research group, which all group members must follow and the mentee agrees to follow, include (e.g., wash or clean own equipment, attend weekly lab meetings, maintain proper records, handle all data according to established protocols, etc.)
  
10. Other issues not addressed above that are important to our work together:

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

Mentee's signature / date: \_\_\_\_\_

Mentor's signature / date: \_\_\_\_\_

Faculty signature / date: \_\_\_\_\_