

Developing Shared Expectations

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

Undergraduate Mentee _____

Direct Mentor _____

1. Our major goals are:
 - a. Research project goals:

 - b. Mentee's personal and/or professional goals:

 - c. Mentor's personal and/or professional goals:

2. Our shared vision of success in this research project is:

3. We agree to work on this project for at least _____ months / quarters/ semesters (circle).

4. The mentee will work at least _____ hours per week on the project during the defined time.
 - a. The mentee will inform the mentor of classes and other academic commitments they must attend in advance.
 - b. If the mentee must deviate from this schedule, they will communicate this to the mentor as soon as possible.

5. Communication and meetings

- a. On a daily basis our primary means of communication will be through:
- b. An appropriate time frame to expect a response is:
- c. We plan to meet one-on-one to discuss the project and to reaffirm or revise our goals at least _____ times a week for at least _____ mins.
 - i. It will be the (mentee's/mentor's) responsibility to schedule these meetings. (Circle)

6. Opportunities for feedback.

- a. During our meetings, the mentor will provide feedback /suggestions for how to improve or progress to the next level of responsibility. Please describe the form the feedback will be given (e.g., verbal, written, other):
- b. How much time is needed by the mentor to provide feedback on written work and poster drafts?

7. The mentor will train the mentee on new techniques and procedures using the following (e.g., written directions, hands-on demonstration, verbal direction as mentee does the procedure, etc.):

8. If the mentee 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:

9. The standard operating procedures for working in our research group, which all members must follow and the mentee agrees to follow, include (e.g., washing your own glassware, attend weekly lab meeting, etc.):

10. Participation in group meetings (if relevant). Student will participate in the following ongoing research group meetings. What does this participation look like?

11. Skill development: Identify the skills and abilities that the student will focus on developing during the summer. (e.g., techniques and procedures they will learn, areas of study will learn more about, etc.):

12. Other areas: List here any other areas of understanding between the student and mentor regarding working relationship during the student's tenure: