

**UNDERGRADUATE RESEARCH MENTORING PARTNERSHIP AGREEMENT**

**Mentor (grad student, postdoc, or faculty):** \_\_\_\_\_  
(name, email(s), phone number (s), other contact info):

**Undergrad Researcher:** \_\_\_\_\_  
(name, email(s), phone number (s), other contact info):

**Purpose of this document:** The goal of this document is for the mentor and mentee to reach *a shared set of expectations for the undergraduate research project*, to develop *a shared understanding of how to achieve the various objectives*, and to have an initial agreement over communication, meetings, assessment of the process and types of mentoring relationships that both mentor and mentee believe will work.

**I. Undergraduate research goals and expectations (mentor and mentee together):**

- A. What are the main motivations for the undergraduate research program? How will the research enhance the mentee's career goals?
- B. The scientific goal of the undergraduate research project is:
- C. What background does the mentee have which is important to the project? What background is the mentee lacking for the project?
- D. The key training steps necessary to accomplish the research are:
- E. Milestones and Timeline: The mentor should provide key milestones including training on equipment or technology. The mentor and mentee should work on establishing realistic timelines based upon the mentee's availability and time commitment for laboratory work.

**II. Laboratory logistics:**

- A. What tools and techniques will you both use to keep track of research progress? What are the expectations of recording information associated with the research?
- B. What habits and culture in the lab should the mentee be aware of?
- C. What is appropriate time and schedule commitment? Does this align with the mentee's availability?
- D. How should the mentee and mentor approach each other with problems in the research? How should you work to correct mistakes?
- E. Other?

**III. Communication between mentor and mentee:**

- A. How does the mentee like to be mentored? What style works? How does the mentor like to mentor?
- B. Share all phone numbers and emails and best times and methods of communication. Presumably you will see each other on a regular basis, but be sure to schedule regular meetings anyway. When will you have regular meeting to discuss research?
- C. Personal time and space: given that both the mentor and mentee have shared numbers, the mentor and the mentee should indicate appropriate times to call or text during the week. Respecting these boundaries and knowing when the mentor/mentee is available for work-related conversation is an important component of building a working relationship.
- D. Emergency Contingency Plans. If the mentor or mentee are not responding to an email, and there is something time sensitive, what are your plans? How long should you wait before sending another email, or calling or texting?

- E. Criticism and assessment: How and when will you assess whether the mentoring partnership is working and discuss ways in which it can be improved?
- F. How should the mentee and mentor approach each other with problems in fulfilling expectations?
- G. Is there a plan to review and revise this mentoring agreement (if necessary) at periodic intervals?
- H. When will you meet and discuss career plans?

***Mentor Commitments***

- I will help my mentee develop a feasible research project, with pre-defined goals and timelines.
- I will establish a meeting schedule and expectations for work habits and progress reports. Together we will develop a communication protocol. We will discuss how to provide helpful criticism when things don't go according to plan.
- I will determine my mentee's training needs and how to address these needs – e.g., with independent study materials or one-on-one training. I will work hard to motivate the science and explain why we are doing the various procedures and protocols.
- I will encourage my mentee to discuss the process of mentoring itself, how he/she likes to be mentored, and periodically, whether the larger support network they are developing is working and how together we can improve it.
- I will introduce my mentee to resources, including people and equipment. I will encourage my mentee to interact with other researchers – at lab meetings and other events.
- I will discuss ethical standards and intellectual property issues and lab and safety protocols. I will emphasize documentation of research and progress and explain the rules for keeping a laboratory notebook and other lab records.
- I will provide guidance and mentoring, and will encourage my mentee to develop a 'mentoring network' by engaging other graduate students in the lab, the faculty advisor(s) and other departmental/institutional supporters.
- I will attempt to be non-judgmental and approachable.

***Mentee Commitments***

- I will develop a pre-defined research project with my mentor that includes well-defined goals and timelines.
- I will perform my research activities conscientiously.
- I will report my progress regularly and maintain good research records.
- I will seek guidance when I need it. And if I encounter a problem or make a mistake, I will discuss it with my mentor or faculty supervisor right away. Together we will have regular review of both the research and mentoring progress.
- I will respect ethical standards when conducting my research and will ask for guidance when presented with ethical or compliance uncertainties.
- I will ask questions to clarify when I don't understand. I will ask questions about what comes next when I do understand. I will seek regular feedback on my performance.

**Signature mentor (grad student, postdoc, or faculty):**\_\_\_\_\_

**Signature Undergrad Researcher:** \_\_\_\_\_