### Undergraduate Mentee Contract\*

Undergraduate Mentee:

Graduate or Postdoc Mentor:

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

1. Our major goals are:

* Research project goals
* Mentee’s personal and/or professional goals
* Mentor’s personal and/or professional goals

1. Our shared vision of success in this research project is:
2. We agree to work together on this project for at least semesters.

Schedule Details

* How many hours will the mentee work per week during the academic year? \_\_\_\_\_
* How many hours will the mentee work per week during the summer? \_\_\_\_\_
* The mentee will propose his/her weekly schedule to the mentor by which week of the academic semester/summer? \_\_\_\_

1. If the mentee must deviate from this schedule (e.g., to study for an upcoming exam), he or she will communicate this to the mentor at by which week of the academic semester/summer? \_\_\_\_\_
2. On a daily basis, our primary means of communication will be through (circle):

* Face-to-face
* Phone
* Email
* Texting
* Other: \_\_\_\_\_\_\_\_\_\_

1. We will meet one-on-one to discuss our progress on the project and to reaffirm or revise our goals for at least how many minutes her month? \_\_\_\_\_
2. Whose responsibility will it be to schedule one-on-one meetings? Mentor? Mentee?
3. In preparation for these meetings, the mentor will:
4. In preparation for these meetings, the mentee will:
5. 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 (circle):

* Written evaluation
* Verbal evaluation
* Other: \_\_\_\_\_\_\_\_\_\_

1. The mentor will train the mentee on new techniques and procedures using the following communication methods as mentee does procedure:

* Written directions
* Hands-on demonstration
* Verbal direction

1. 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:

Please attach operating procedures for working in the research group.

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

Mentee’s signature:

Date:

Mentor’s signature:

Date: