

## Mentor-Mentee Agreement

Mentee (print) \_\_\_\_\_ Mentor (print) \_\_\_\_\_

This agreement outlines the parameters of work together on this research project. Please check off each point as they are discussed and be sure to write down the agreed upon responses either on this document or somewhere else. Please also ensure that both mentor and mentee have signed and completed copies of this agreement.

### 1. Goals

- ☐ Major goals including: proposed research project goals, mentee's personal/professional goals, and mentor's goals (see [NACE competencies](#)).
- ☐ What success looks like for this project.

### 2. Logistics

- ☐ How the mentee will work (e.g., reporting directly to someone, including who that will be, or working independently, including what that will look like).
- ☐ Mentee pay for this position.
- ☐ How the mentee will track their hours, regardless of whether they are paid or not.
- ☐ Length of the project work. After this date, the mentor and mentee will evaluate whether the project work will continue.
- ☐ How many hours a week during the academic year and summer the mentee will work.
- ☐ When the mentee will propose their weekly schedule to the mentor. If the mentee must deviate from the agreed schedule (ex: to study for an upcoming exam), then they will communicate this to the mentor at least \_\_\_\_\_ weeks/days/hours before the change occurs.
- ☐ Training procedures.
- ☐ The proper procedure for documenting research results (e.g., lab notebook) and when they will be checked.
- ☐ The standard operating procedures for working in the research group, which all group members must follow (e.g., required instructional training, wash your own glassware, attend weekly research/lab meetings, reorder supplies when the last of something is used, etc.).



### 3. Mentoring

- ☐ How the mentor will provide feedback on mentee performance (e.g., written evaluation/a verbal evaluation).
- ☐ The mentoring approach.

### 4. Communication

- ☐ The who, what, and when of mentee check ins.
- ☐ The primary means of communication (e.g., face to face/by phone/email/instant messaging).
- ☐ Project meetings including length, frequency, preparation, and who will be responsible for scheduling meetings.
- ☐ What to do and who to contact if the mentee gets stuck or has a question.

### 5. Acknowledgements

- ☐ Mentor agrees to read and revise the mentees research and presentation proposal(s) and all other work produced according to the following procedure:  
[Define here]
- ☐ Mentee agrees to not present any of the research findings from the laboratory in any shape or form without the explicit consent and approval of the mentor.
- ☐ Other issues not addressed above that are important to our work together.

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

Mentee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mentor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_