

Example of an Undergraduate Mentee Contract
from *Entering Research: Workshops for Students Beginning Research in Science*

Branchaw, J. L., Pfund, C., and Rediske, R. 2010 *Entering Research Facilitator's Manual: Workshops for Students Beginning Research in Science*, WH Freeman & Company.

Undergraduate Mentee: _____

Graduate or Postdoc 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 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 together on this project for at least ____ semesters.

4. The mentee will work at least ____ hours per week on the project during the academic year, and ____ hours per week in the summer.

The mentee will propose his/her 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), then s/he will communicate this to the mentor at least ____ (weeks / days / hours) before the change occurs.

5. On a daily basis, our primary means of communication will be through (circle):

face-to-face / phone / email / instant messaging / _____

6. We will meet one-on-one to discuss our progress on the project and to reaffirm or revise our goals for at least ____ minutes ____ time(s) per month.

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

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 (circle):

a. a written evaluation b. a verbal evaluation c. other: _____

7. When learning new techniques and procedures, the mentor will train the mentee using the following procedure(s) (e.g. write out directions, hands-on demonstration, verbally direct as mentee does 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 group members must follow and the mentee agrees to follow, include (e.g. wash your own glassware, attend weekly lab meeting, reorder supplies when you use the last of something, 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 parameters for this research project.

Mentee's signature: _____ Date: _____

Mentor's signature: _____ Date: _____

Professor's signature: _____ Date: _____