



# Mentor-Mentee Contract

## Chemistry Undergraduate Research

This contract will be utilized to clearly establish expectations, goals, and a communication plan for our work together on this research project. The mentee and mentor(s) will complete this document at the beginning of the semester and periodically review/revise the contents as the project proceeds.

### 1) Contact information:

Mentee's name:

Personal phone:

E-mail:

Mentor's name:

Personal phone (if applicable):

Lab phone:

Email:

Office number:

Faculty Mentor/Advisor's name:

Lab phone:

Email:

Office number:

### 2) Work Schedule:

Both mentor and mentee agree to the schedule set below. Unavoidable changes to the schedule will need to be discussed as early as possible, including conflicts due to course schedules, academic breaks, exam weeks, end of semester, etc.

a. State Date:

b. End Date: (must be on or before the end of the semester)

c. The mentee will work at least \_\_\_\_\_ hours per week on the project.

d. The mentee will propose his/her weekly schedule by this date:

e. The mentee's schedule for this semester will be the following:

f. If the mentor or mentee's schedule must deviate from this plan (e.g. exams, sickness, doctor's appointment, etc.) they should contact:

- this person/these people:
- using this method (email, text, etc.):
- by this date (e.g. week in advance):

g. The mentee will be conducting research:

- as a volunteer
- for pay
- for course credit. Number of credit hours\*: \_\_\_\_\_  
\*every credit hour = 45-60 hrs of research/semester

h. If the mentee is enrolling for credit, the requirements for the directed study include: (e.g. write a research report detailing your work over the past semester, present your research at a group meeting, review your lab notebook with your mentor, etc.)

i. We agree to discuss the possibility of continuing with the research project \_\_\_\_\_ weeks before the end of the semester. Items that will be considered when determining if the research experience will continue include:

### 3) Communication Plan

a. Our primary means of communication will be through (face-to-face, phone, email, text, etc.):

b: Conditions of the above mode of communication include (how often, how late is ok, expected time to respond, etc.):

c. If there is an emergency, the mentee should contact this person/these persons:

- emergency in the lab:
  
- personal emergency (e.g. family, medical, etc.):



e. When learning new techniques/knowledge/instrumentation/procedures mentioned above, the mentor will train the mentee using the following methods (e.g. write out directions, hands-on demonstration, verbally direct as mentee does procedure, will organize additional training by instrumental specialists, etc.):

f. If the mentee gets stuck while working on the project (i.e. has questions or needs help with a technique or data analysis) the procedure to follow will be:

g. If a mentee has new ideas for the project or would like to adapt an existing procedure, the mentee should:

h: The level of independence expected for this project consists of:

i. Safety protocols and training requirements for this project include (*note: all undergraduate researchers conducting chemistry research are required to complete an on-line chemical safety training*):

j. The mentee needs to obtain the following permissions before presenting this research at a conference and/or submitting it for a publication:

k. Other IP issues relevant to this project: (keeping lab notebooks, handling electronic data, authorship for publications, etc.):

## 5) Feedback/Progress Check-Ins: (check all that applies)

*Student responsibilities could include preparing an agenda, a list of questions, a project status report, a presentation for group meeting, scheduling the meeting, etc.*

**Meet regularly with your faculty mentor or advisor to discuss any feedback, progress on the project and to reaffirm or revise our goals.**

a. How often/when/where/who:

b. Who will be in charge of scheduling the meeting(s):

c. Mentee's responsibilities:

d. Faculty mentor or advisor's responsibilities:

e. 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 one): written evaluation / verbal evaluation / other: \_\_\_\_\_

**Meet regularly with the direct mentor to discuss any feedback, progress on the project and to reaffirm or revise our goals.**

a. How often/when/where/who:

b. Who will be in charge of scheduling the meeting(s):

c. Mentee's responsibilities:

d. Direct mentor's responsibilities:

e. 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 one): written evaluation / verbal evaluation / other: \_\_\_\_\_

**Review research notes/findings/lab notebook regularly**

a. How often/when/with who:

b. Who will be in charge of scheduling the meeting(s):

c. Mentee's responsibilities:

**Other (discuss additional ways for feedback/progress check-ins):**

**6) Other Responsibilities: (check all that apply)**

- Standard operating procedures for working in our research group include** (e.g. lab notebook protocols, wash your own glassware, attend weekly lab meeting, reorder supplies when you use the last of something, etc.):
  
- Attend scheduled research group meetings:**
  - a. How often/when/where:
  
  - b. Expectations for participation:
  
- Prepare poster presentation or talk for conferences, meetings etc.:**
  - a. Name of conference, location and date:
  
  - b. Timeline of when drafts and final version need to be complete:
  
  - c. Who can help with the preparation of materials:
  
- Attend lab social functions:**
  - a. How often/when/where:
  
  - b. Expectations for participation:
  
- 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/Advisor's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_