

<https://tiny.sjsu.edu/LiuWOAMDr0>



R&I SRF Mentor-Mentee Contract

Instructions

1. Please fill out and edit the contract to make it specific to your proposed research. You can add sections as needed.
2. When both the mentor and mentee agree that the form is complete, please export the file (excluding this cover page) as a pdf. Upload to DocuSign and have both parties sign on the appropriate lines.
3. When you have the complete form, please submit using this Google form: [Submission Link](#)
4. The contracts are due on Monday, September 8, at 5 p.m.

R&I SRF Mentor-Mentee Contract

August 2025

Mentor name: _____

Mentee name: _____

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 approach and strategy for achieving these goals are:

- A. ****research project goals****
- B. ****mentee's personal and/or professional goals****
- C. ****mentor's personal and/or professional goals ****

3. Our shared vision of success in this research project is:

4. We agree to work together on this project for at least _____ semesters.

5. The mentee will aim to work at least _____ hours per week on the project.

As your mentor, I _____ (print name) pledge to:

1. **Listen carefully** to your goals and ambitions.
2. Help to **train** you in the specific concepts, practices, and techniques required to succeed in research in my field of expertise.
3. Assist your **socialization** into my **disciplinary culture**.
4. **Advise** you on how to succeed in my profession and discipline by sharing my wisdom and experience.
5. Take a **special interest** in helping you develop into a successful professional.
6. **Tutor** you by giving helpful feedback.
7. **Nurture** your **self-sufficiency**.
8. **Serve as a role model** of the kind of person one should be as an academic.
9. **Support** you by giving emotional and moral encouragement.
10. Support your efforts in building a professional **network**.
11. *****fill in additional*****
12. *****fill in additional*****

Signed: _____ Date: _____

As your mentee, I _____ (print name) pledge to:

1. **Listen carefully** to what you offer.
2. **Communicate** what I do understand and, more importantly, what I don't understand.
3. **Be present** in our interactions and **honor** the time commitment we have agreed upon.
4. Strive to **achieve the goals** we have agreed upon.
5. **Present my research** in a poster at the Celebration of Research in April, and at the "Student RSCA in Five" oral presentations during the SRF program.
6. Strive to **become self-sufficient**.
7. **Be truthful** when I am struggling with classes, our research, or with my school-life balance.
8. **Communicate** my other obligations to you ahead of time (such as exams, important family events, etc.).
9. **Understand and respect** the professional pressures and time constraints you face due to the multiple demands on your time.
10. Passing your mentorship forward by **becoming a mentor and role model** in our profession.
11. *****fill in additional*****
12. *****fill in additional*****

Signed: _____ Date: _____

Adapted from:

Ouverney, Cleber. SJSU MARC Memorandum of Understanding.

Branchaw, J. L., Pfund, C., and Rediske, R. (2010), Entering Research: A Facilitator's Manual: Workshops for Students Beginning Research in Science, W.H. Freeman & Company.