

# RESEARCH MENTORING AGREEMENT

## OUR GOALS

Proposed Research Project Goals



Mentee's Personal & Professional Goals

Learning Objectives/Goals for Mentee

## EXPECTATIONS

Dates:

Hours/week:

Days & times:

If the schedule needs to change, I will notify \_\_\_\_\_ (mentor) \_\_\_\_\_ days/weeks in advance by \_\_\_\_\_ (method). For urgent changes (for example, illness), I will notify my mentor(s) immediately by \_\_\_\_\_ (method).

## COMMUNICATION

### MENTEE CONTACT INFORMATION:

#### MENTOR 1:

Our primary/daily means of communication will be (include contact info):

We will meet \_\_\_\_\_ times daily/weekly/monthly for \_\_\_\_\_ minutes in \_\_\_\_\_ (location).

It will be \_\_\_\_\_'s responsibility to set up these meetings.

In preparation for these meetings, I will:

If I need to find my mentor quickly I should look for them in \_\_\_\_\_ (location) and/or contact them by \_\_\_\_\_ (method).

#### MENTOR 2:

Our primary/daily means of communication will be (include contact info):

We will meet \_\_\_\_\_ times daily/weekly/monthly for \_\_\_\_\_ minutes in \_\_\_\_\_ (location).

It will be \_\_\_\_\_'s responsibility to set up these meetings.

In preparation for these meetings, I will:

If I need to find my mentor quickly I should look for them in \_\_\_\_\_ (location) and/or contact them by \_\_\_\_\_ (method).

## DELIVERABLES & EVALUATION

My mentor will provide feedback on my performance and suggestions through a (circle one) *written / verbal / other* evaluation at the following time points. If receiving academic credit for research, describe what is considered excellent performance (i.e., A) or adequate performance (S/C- or higher):

I will update my mentors on my progress \_\_\_\_\_ (weekly, monthly, other) by \_\_\_\_\_ (written submission, verbal update, other).

A final deliverable or project progress will be in the form of a (e.g. written report, presentation) \_\_\_\_\_ and due \_\_\_\_\_.

## TRAINING & OPERATING PROCEDURES

I must complete the following safety, ethics, or other training by \_\_\_\_\_ (date).

When I get stuck working on the project, the procedure to follow will be:

When I need feedback on research writing, presentations, or other materials, my mentor will provide support according to the following procedure:

The procedure for documenting research results is:

## RESEARCH SUPPORT

If I am having challenges related to research that I am not comfortable talking with my mentor(s) about I can speak to (circle all that apply) student services supports including, the Director of Undergraduate Studies in your major, Undergraduate Coordinator in your major, Engineering Office Inclusive Excellence, Ombuds.

Contact Information: \_\_\_\_\_

OIE  
Undergrad Research



Engineering Undergrad  
Coordinators



Ombuds

