**Instructions:**

Meet with your mentor to discuss what each of you expects from this research experience and complete a mentor-mentee contract. In the contract you will define a set of **common goals and expectations**. To prepare for this meeting, consider the following questions. On the next two pages you will find a template for the contract which you should complete with your mentor.

1. Why do you want to do research? Why does your mentor want to supervise a student?
2. What are you and your mentor’s career goals? How can this research experience and the mentor-mentee relationship help each of you to achieve them?
3. What would success in this research experience look like to you? To your mentor?
4. How many hours per week and at what times/days do you and your mentor expect you to work?
5. Assuming a good fit, how long do you expect to work with this research group? Ideally, how long would your mentor like you to remain with the group?
6. What, if any, specific technical or communication skills do you expect to learn as part of the research experience? What specific skills would your mentor like you to learn?
7. Once you are trained in basic techniques, would you prefer to continue to work closely with others (e.g. on a team project) or independently? What level of independence does your mentor expect you to achieve? How will they know when you have reached this level?
8. How will you document your research results? Is there a specific protocol for keeping a notebook in your research group?
9. To whom do you expect to go if you have questions about your research project? Does your mentor expect you to come solely (or first) to them, or should you feel free to ask others in the research group? If others, can your mentor identify those in the group who would be good resources for your project?
10. If you have previous research experience, what skills do you expect to bring to your new research group? If a student has previous research experience, is there anything the mentor should share about this research group that is unique and the student should be aware of?

**Mentor-Mentee Contract**

Mentee name: **Nathnael Tesfaw** Mentor name: **Norman Sadeh**

This contract outlines the parameters of our work together on this research project.

1. Our major goals are
   1. Proposed research goals

**Continue the work on the Security Question Answering Assistant Extension through continued research and software development**

* 1. Mentee’s personal and/or professional goals

**Deepen my experience with software engineering and research while aiding in the development process of the Security Question Answering Assistant Extension.**

* 1. Mentor’s personal and/or professional goals

**Aid the mentee in their acclimation to the project while working together in the development of the Security Question Answering Assistant Extension.**

1. Our shared vision of success in this research project is…

**Make progress towards evaluating one or more approaches to personalizing answers to people’s everyday cybersecurity questions and evaluating the potential benefits of these approaches over a baseline one-size-fits-all approach to generating answsers based on Protection Motivation Theory (PMT) and Self-Efficacy (SE) Theory.**

1. We agree to work together on this project for at least **1 semesters**/quarters.
2. The mentee will work **35** hours per week in the summer. The mentee will propose their weekly schedule to the mentor by **6/13/2025**) . The mentee has also expressed interest in continuing this work during the academic year and indicated that he could devote at least 2 hours per week to the project during the academic year. The mentor is in principle interested in continuing the collaboration during the academic year but details would need to be refined later this summer.
3. If the mentee must deviate from this schedule (e.g. to complete a class project or study for an exam) then they will communicate this to the mentor at least (weeks/days) **3 days** before the change occurs.
4. On a daily basis, our primary means of communication will be through

**Emails**.

1. We will meet one-on-one to discuss our progress on the project and to reaffirm or revise our goals for at least **30** minutes **4** times per month. It will be the **mentee’s**/mentor’s (circle one) responsibility to schedule these meetings. Occasionally, these meetings may also include another project member, Lea Duesterwald, an REU student who has worked on the project over the past year and continues to serve as an informal advisor to the project this summer.

**Write up notes in a Google document with the current progress of the project and what questions and revisions I would like answered by my mentor.**

The mentee is helping refine the Security Question Answering (QA) assistant to support personalization and helping refine a protocol to evaluate one or more configurations of the resulting personalization functionality. This includes familiarizing themselves with an article written on the group's evaluation of a one-size-fits-all version of the QA assistant, using PMT and SE theories, reviewing and further analyzing some of the data collected as part of this study, and refining the study protocol. At this point, Mentee has already completed their IRB certification, reviewed the scientific publication, explored some of the data, reviewed the code of the Security QA Assistant extention, and successfully installed the extension on their computer.

**Have a set list of instructions on what to complete next, and be open to working on current problems with the mentee in the project development process.**

Next steps for the research over the week to come have been discussed with mentee. Mentor is traveling this week but will resume weekly meetings with Mentee next week.

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 written evaluation / **oral evaluation** / both / other (circle one).

1. When learning new techniques and procedures, the mentor will train the mentee using the following methods (e.g. live coding, sharing existing code, commenting on code, writing out directions, verbally giving directions, etc):

**Using the methods of sharing existing code, writing out directions, and verbally giving directions, with clarifications send out in emails as needed by the mentee, and also, if needed, asking Lea Duesterwald to assist mentee.**

1. The proper procedure for documenting research results in our research group is…

**Written up notes detailing the work and difficulties that have arised between meetings.**

1. 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…

**Email the mentor first, then meet up with the mentor if future assistance is needed.**

1. 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. attending weekly lab meetings, attending seminar, maintaining a GitHub repository, etc)...

**Twice Weekly meetings, maintain the GitHub repository, and conducting additional meetings and calls as needed.**

1. Other issues not addressed above that are important for our work together: **Nothing else**

Mentee name: **Nathnael Tesfaw**

Mentor(s) name(s): **Norman Sadeh**