**1. Role(s) of the Mentor (Dr. Hollie Putnam)**

I will provide the following for each student:

* Technical support (statistical, logistical, and intellectual) for experiments and field-work (e.g., access to equipment supplies, protocols, training on techniques, writing, coding, etc…)
* Professional development and ongoing career support (e.g., professional networking, career discussions, outreach and engagement opportunities, etc…)
* Non-technical support aspects of career challenges and progress (e.g., resource identification for dealing with imposter syndrome, mental health, etc…)
* At least bi-weekly individual meetings to provide feedback
* Bi-weekly lab meetings
* Tiered mentoring opportunities (e.g., postdocs, grad students, technicians)

**2. Expectations of the Student**

* Research assistants will work 20hr per week and summarize progress at individual meetings
* Maintenance of written notebook that remains in the lab
* Maintenance of electronic, reproducible online notebook and code repository
* Presentation of your research project to the lab group at least twice in the semester
* Completion of shared lab duties
* Attendance at lab meetings
* Meeting agreed upon lab time commitments
* Communication and transparency
* Respectful, collaborative, and collegial interactions with lab members
* Lab safety training
* Following all rules for safe lab practices
* Academic integrity

**3. Goals**

Immediate - Current Semester

Short Term - 1-2 years

Mid Term - 2-5 years

Long Term - 5+ years

**4. Milestones and Plan of Attack**

**5. Clear Timeline for Deliverables**

Immediate - Current Semester

Short Term - 1-2 years

**6. Writing plans**

Review - Chapter 1

Ongoing projects

**7. Funding**

Degree Funding Plan

Research Trip Funding Plan

Additional Funding Opportunities

**8. Professional meetings**

Current Semester

Academic Year

**9. Courses and Workshops**

Academic Year

**10. Plans for communicating/turning documents around**

* Student will summarize take home points from meetings in a written email to mentor within 2 days of meetings
* Writing will take place in shared electronic documents (i.e., Google Docs)
* Feedback from me should be ≤ 1week