

# USOAR Student and Mentor Contract

## **The student and mentor both agree to:**

- Ensure that a mutually agreed upon set of expectations are in place at the outset of the research project and revised periodically.
- Develop a research project that includes well-defined goals.
- Maintain a relationship that is based on trust and mutual respect.
- Complete USOAR Research Goals and Expectations.

## **The mentor agrees to:**

- Provide my USOAR student with guidance and mentoring and make myself available to USOAR students at least twice per month.
- Provide a learning environment that is suited to the individual needs of my USOAR student in order to ensure personal and professional growth.
- Ensure that my USOAR student has sufficient opportunities to acquire the skills necessary to become proficient in their research project.
- Provide my USOAR student with regular feedback (at least once per month) on his/her performance and provide a formal written evaluation of my USOAR student's progress at least once per semester.

## **The student agrees to:**

- Conduct myself with the same integrity and high standards of conduct expected of a UVA student.
- Perform my research conscientiously and maintain comprehensive research records.
- Assume progressive responsibility and management of my research project.
- Seek regular feedback (at least once per month) on my performance from my mentor and take responsibility for setting up meetings at which I will receive guidance and evaluation.
- Leave behind all original notebooks, computerized files, and tangible research materials at the completion of my project.

***By signing below, we agree with the overall goals, expectations,  
and working parameters of this contract.***

Printed Name

Signature

Date

Student Anna Cuddeback

Anna Cuddeback

10/03/18

Mentor

Chris Neu



10/3/18

# USOAR Research Goals and Expectations

Mentee (print)

DANIELA ANNA COMEBACK

Mentor (print)

CHRIS NEU

Delegated mentor (print) BEN TANNENWALD (if working with a graduate student or post doc)

1. Our major goals are

- Proposed research project goals –
  1. LEARN MACHINE LEARNING TECHNIQUES
  2. APPLY ML TECHNIQUES TO PARTICLE PHYSICS RESEARCH
  3. LEARN INTRO. DETAILS OF EXPERIMENTAL PARTICLE PHYSICS
- Mentee's expectations –
  1. Develop a practical understanding of machine learning
  2. Be able to explain what my research is to my 10 year old brother
  3. Be able to understand & Explain the particle physics underlying my research
- Mentor's expectations –
  1. ASK QUESTIONS
  2. FINISH TASKS
  3. ATTEND WEEKLY MEETING
  4. STAY IN PROGRAM FOR 21 YEARS
  5. GIVE A POSTER PRESENTATION IN SPRING 2019

2. Our shared vision of success in this research project is

MEETING ALL EXPECTATIONS ; LEARN NEW THINGS ; HAVE FUN ALONG THE WAY

3. We will agree upon this weekly work schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time:						10 - 11:30 AM	
Time:		12 - 3:30 PM					-
Time:	4:00 - 5:00	4:30 - 5:30	4:30 - 5:30	4:30 - 5:30	4:30 - 5:30		

4. On a weekly basis, our primary means of communication will be through (circle) face-to-face/phone/email/text/ SLACK

5. 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 2 time(s) per month.

a. It will be the (mentee's/mentor's) responsibility to schedule these meetings. (circle)

b. In preparation for these meetings, the mentee will PREPARE PROGRESS REPORT ; QUESTIONS

c. In preparation for these meetings, the mentor will HAVE AN IDEA OF FEEDBACK ON CURRENT STATUS AND FUTURE STEPS

d. 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

a. Written

b. Verbal

c. Other \_\_\_\_\_

## USOAR Research Goals and Expectations

6. When learning new methods, techniques and/or procedures, the mentor will train the mentee using the following procedure(s) (e.g. write out directions, hands-on demonstration, verbally direct as the mentee does the procedure, etc.):

PROVIDE YOU WITH DOCUMENTATION ON SOFTWARE  
WITH EXAMPLES AND BE PREPARED TO  
ANSWER QUESTIONS

7. The proper procedure for collecting and organizing information/data are

- GOOGLE
- SLACK
- STACK EXCH
- CERN ML FORUM
- GITHUB

8. If the mentee gets stuck and/or feels overwhelmed while working on the project (e.g. has questions or needs help with a technique, resource, or data analysis) the procedure to follow will be

1. POSE QUESTION ON SLACK
2. EMAIL BEN
3. EMAIL CHRIS
4. DISCUSS ISSUE IN WEEKLY MTG.

9. Other issues not addressed above that are important to our work together:

No bad questions — it's called machine learning, not machine knowing