

Mentoring Guidelines

This document will outline the expectations and standards of a voluntary mentor-mentee relationship that is expected to benefit both of us. The goal is to create a rewarding learning experience that will aid in developing your research and critical thinking skills. To minimize confusion and unnecessary bureaucracy, we have noted the following guidelines:

Meeting format and scheduling: Group meeting dates and times will be agreed on using a survey prior to the beginning of each semester (or summer break when relevant). Meeting times will generally range from 30 to 90 minutes, depending on topics covered, presentations, discussions, etc.

Research plan: Mentees should plan on meeting with the mentor once per semester to draft or update a research plan and incorporate any relevant feedback. This plan will include tasks (lab work, field work, analyses, literature review, etc.), time commitment expectations, and also clarify the overall goals of the mentee project. For those mentees not involved in a specific project, the plan will outline other relevant objectives. Expectations for presentations and article authorship will be discussed in the development of a research plan.

Community standards: Mentees are expected to help others in the research group when needed, as availability allows. Many projects require multiple personnel for small but important tasks, and participation in these tasks is a core expectation of all research group members. Commitments made to others in the group must be respected and fulfilled, especially those that affect ongoing research projects.

Communication: The mentor will be available by email, during office hours, and by personal cell phone (to be used only for lab-related business). Mentees are expected to provide reliable and up-to-date contact information. Prompt communication is especially important for time-sensitive situations such as emergencies or critical labwork.

Confidentiality: We acknowledge that personal and professional confidences will be treated with discretion. We will endeavor to maintain a relationship built on mutual trust, respect, and confidentiality where appropriate. However, please note that faculty are mandatory reporters under Title IX, and that certain disclosures are subject to reporting.

No-Fault Termination of the Relationship: Either the mentor or mentee may end the mentoring relationship at any time, for any reason, and without blame. This should be communicated respectfully and, if possible, with notice to allow for a smooth transition of ongoing projects. Ending the relationship does not reflect negatively on either mentor or mentee.