**Mentor-Mentee Contract for Undergraduate Research Assistant**

The mentor-mentee contract is created under the recognition that conflict and tension can arise when expectations, roles, and responsibilities are ambiguous. Moreover, the contract aims to provide a clear description of how your mentored research experience would look like.

**Develop Your Individualized Development Plan**

**Goal**: Write down one academic/professional development goal you want to accomplish the most during when you will be working under my mentorship. Think generally and broadly (e.g., “I want to learn more about recent genomic research”).

**Objectives**: Write down three ways to measure your progress towards that goal. Think about concrete and specific indicators (e.g., “I want to be able to describe genomic methodologies employed by current research papers to my labmates”).

**Actions**: Write down three things you can do to help yourself achieve the goal. Think about concrete and specific behaviors or strategies (e.g., “I will read 20 journal articles in the journal *Behavior Genetics* and jot down notes about the methods employed over this semester”).

**Empowerment**: Write down one thing about yourself (which could be personality, characteristic, value, experience, etc.) that makes you more confident in your ability to achieve the goal (e.g., “I am not easily defeated by dense and boring reading materials.”).

**Devil’s Advocate**: Write down one thing in your life (could be life event, other people, other commitments and obligations) that might make you more likely to slack off, procrastinate, become frustrated, etc. How could you prevent that from happening?

**What to Expect?**

**Nature of Mentorship**

1. You will first review the Mentoring Statement that I wrote, which describes my mentoring philosophy, approach, and strategies.
2. You will work under my mentorship for at least 2 full semesters.
3. You will work no less than 2 hours but no more than 5 hours per week on tasks related to your mentored research experience. Your working schedule can be flexible.
4. You will familiarize yourself with and abide by the policies and requirements of your research assistantship as a part of the Social and Behavioral Development Lab.
5. You will be responsible for tasks related to one or more ongoing research projects of mine. The specific tasks you will perform depend on the nature of my research projects, your personal interest, and your level of experience working in the lab.
6. Beyond these research-related tasks, you will also take actions and develop towards your own goal and objectives, as you have listed above.
7. Once you have gained more experience by working with me, you may propose independent research or thesis projects where you will lead the work to address your own research questions. If your proposal is considered feasible, you will be co-mentored by Dr. Li and me as you carry out your own research.

**Communications**

1. We will schedule in-person meetings weekly or biweekly, individually or as a group.
   1. I will provide agendas for these meetings. You will prepare materials, in any reasonable format, to present the progress you have made.
   2. By the end of the meetings, you will receive my verbal, informal feedback on your progress. If you wish, you will also receive specific suggestions on how to further improve and progress towards taking on more advanced tasks.
   3. The last meeting of each semester will be used as a feedback session, where you will receive verbal, formal feedback and discuss with me your future plans.
   4. You will use these meetings as opportunities to provide feedback to me as well. Let me know any concerns, thoughts, and suggestions related to my mentorship and your experience as a research assistant in our lab.
2. You will also communicate with me and fellow research assistants proactively through Slack to ask questions, provide updates, share ideas, or just to talk about random topics.
   1. Importantly, if you encounter a problem that you cannot solve while working on tasks, you will ask for my help by messaging in appropriate Slack channels.
   2. I will reply to Slack messages within 36 hours on weekdays. I expect you to reply to Slack messages within 48 hours on weekdays.

**Training**

1. I will train you in fundamental skills and best practices of research, mainly using written directions but also through hands-on demonstrations during our meetings.
   1. You will read about methodology and current topics in genetics, dimensional and developmental psychopathology, and clinical science in general.
   2. You will learn to do literature review, access publicly available datasets, and extract metadata from those datasets using data codebooks.
   3. You will also learn technical skills, such as using GitHub, writing R code in Quarto, performing data cleaning, and conducting basic data analysis.
2. I will train you in advanced skills and techniques, if you so request and I deem appropriate, through hands-on demonstrations during our meetings.
3. I will also train you on things not directly related to research and help you develop your professional interest, independence, work ethics, academic rigor, etc.
4. While I will provide assistance along the way, acknowledge that you will have the primary responsibility for your own learning and success. You will make the most out of this experience if you develop independence and show initiative as a research assistant.
5. I will give you credit if you make significant contributions to my research. This typically entails acknowledging your work in my publications if you collected the data or conducted part of the analysis or listing you as a co-author if you are a part of project conceptualization, methodology development, and manuscript writing.

**Social Etiquette**

1. I am committed to the wellness and success of every member on my team, no matter their personal strengths and weaknesses, career goals, values, and personality.
2. Openness is the key to a successful mentor-mentee relationship. I cannot address or advise about issues that you do not bring to my attention.
   1. If you have questions or need anything from me, communicate up front.
   2. All of us are “new” at various points in our careers. If you feel uncertain, overwhelmed, or want additional support, please overtly ask for it. I welcome these conversations and view them as necessary.
   3. If you have troubles or concerns, work related or not, remember that I am always a resource. If you want to talk, let me know and I am always happy to schedule a time outside our regular meetings.
3. Your words and behaviors represent me, Dr. Li, as well as the Social and Behavioral Development Lab. Be considerate!

**Diversity Statement:** We strive to create an affirming climate for all students including underrepresented and marginalized individuals and groups. Diversity encompasses age, appearance, color, ethnicity, gender, migration status, national origin, physical or mental ability, race, religion, sexual orientation, socioeconomic background, and veteran status. We believe the value of diversity is realized through the synergy, connection, acceptance, and mutual learning fostered by meaningful interactions within our community. We create an atmosphere of mutual trust and respect and assume the best intentions when interacting with others.

**Conflict Resolution:** If any conflicts arise, we will first discuss and attempt to resolve them. If that attempt fails, I will be responsible for obtaining input from Dr. Li and working with him to find a resolution. You are welcome and encouraged to reach out to Dr. Li and other personnels at the Department of Psychology if you have further concerns or are uncomfortable with making direct contact with me to settle the issue. If you find the mentoring relationship unproductive and request that it be terminated, I agree to honor your decision without blame.

**Signatures of Commitment:** By signing this contract, you commit to the standards and values of our mentor-mentee relationship as outlined above.

**Name of undergraduate mentee:**

**Date:**