

# Mentor - Mentee Contract

**Mentor Name:** Manasi Jayakumar

**Mentor Contact Info:**

**Mentee Name:** \_\_\_\_\_

**Mentee Position:** \_\_\_\_\_

This contract outlines the parameters of our work together during the time period:  
\_\_\_\_\_ to \_\_\_\_\_ .

## 1. Our major goals for this time period are:

A. research experience goals (name of project, phases of the project, target milestone(s)):

B. mentee's personal and/or professional goals (e.g. research or technical skills they want to learn, career/personal goals they are working towards):

C. mentor's personal and/or professional goals:

## 2. Our shared vision of success for this time period is (e.g. target milestone):

## 3. Details of the work schedule and tasks (number of hours/week, tasks to be completed, working hours if any):

**4. On a daily basis, our primary means of communication will be through (e.g., slack, email, text):**

**5. We will meet one-on-one at \_\_\_\_\_ (frequency - once a week/once biweekly etc.)**

A. These meetings will be (location, virtual/hybrid/in-person, date/time):

B. In preparation for these meetings, the mentee will:

C. In preparation for these meetings, the mentor will:

**7. General Expectations:**

A. For the mentee:

B. For the mentor:

**6. 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 as follows:**

**7. Any time-away planned for vacations, medical, or other personal/work reasons (including conferences, exams, etc.):**

**8. Plan for assessing our mentor-mentee professional relationship (e.g. how/when do we address things that aren't working well, how to deal with problems that arise):**

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

By signing below, we agree to these goals, expectations, and working parameters for this research project.

Mentee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mentor's signature: \_\_\_\_\_ Date: \_\_\_\_\_