

## Mentor-Mentee Contract

### *Purpose*

This document outlines a mentor-mentee agreement for members of the Sogin lab. Mentors and mentees should consider these questions **prior** to the initial start of the supervision period. These questions should serve as guiding questions for the mentorship initiation.

1. Why do you want to do research? Why does your mentor want to supervise an undergraduate researcher?
2. What are your, and your mentor's, career goals? How can this research experience and the mentor-mentee relationship help each of you achieve them?
3. What would success in this research experience look like to you? To your mentor?
4. How many hours per week and at what times/days do you and your mentor expect you to work?
5. What, if any, specific technical or communication skills do you expect to learn as part of the research experience? What specific skills would your mentor like you to learn?
6. Once you are trained in basic techniques, would you prefer to continue to work closely with others (e.g. on a team project), or independently? What level of independence does your mentor expect you to achieve, once basic techniques are learned? How will s/he know when you have reached this level?
7. How will you document your research results? Is there a specific protocol for keeping a laboratory notebook in your research group?
8. To whom do you expect to go if you have questions about your research project? Does your mentor expect you to come solely (or first) to him/her, or should you feel free to ask others in the research group? If others, can your mentor identify those in the group who would be good resource people for your project?
9. If you have previous research experience, what skills do you expect to bring to your new research group? If a student has previous research experience, is there anything the mentor should share about this research group that is unique and the student should be aware of?

## Mentor-Mentee Contract

Undergraduate Name:

Mentor Name:

Start Date:

This contract outlines the parameters of our mentor-mentee agreement.

1. What are the shared goals for the project? This includes training in relevant laboratory skills (bench, computer, etc.) and career development.
  - Specific goals for mentee:
  
  - Specific goals for mentor:
2. What steps will you take to reach these goals? (e.g., meeting regularly, collaborating on research documents, etc)
3. We will \_\_\_\_ time(s) per week at \_\_\_\_\_. Our meetings will take place at \_\_\_\_\_.
4. The mentee will work at least \_\_\_\_ hours per week on the project during the academic year.
  - The mentee will propose his/her weekly schedule to the mentor by the \_\_2\_\_ week of the semester
  - If the mentee must deviate from this schedule (e.g. to study for an upcoming exam), then s/he will communicate this to the mentor at least \_\_\_\_\_(weeks/days/hours) before the change occurs.
5. Plan for evaluating relationship effectiveness (e.g., review meeting minutes, goals, outcomes/accomplishments)

6. Our plan if conflict arises:

7. The standard operating procedure for all members of the Sogin lab include:

- Attend weekly lab meetings
- Attend all required trainings before starting work
- Wash all labware used in experiments
- Order consumables BEFORE using the last 10%

By signing this contract, we commit to adhering to UC Merced's academic honesty policy and to abide by the agreement outlined here. In the event that either party finds the mentoring relationship unproductive and requests that it be terminated, we agree to honor that individual's decision without question or blame.

Mentor signature: \_\_\_\_\_ Date\_\_\_\_\_

Mentee signature: \_\_\_\_\_ Date\_\_\_\_\_