

ViLoN Lab Mentor-Mentee Contract - Undergraduate Student Researcher

Last edited August 13th, 2024 by Trenton Wirth

The purpose of this document is to establish clear understanding of the roles, responsibilities and expectations between the mentor (Dr. Trenton Wirth) and the mentee (Undergraduate Student Researcher in the ViLoN Lab).

By signing this contract, both parties agree to the following terms:

Mentor Responsibilities

1. Guidance and Support:

- Provide academic and research guidance to the mentee.
- Offer constructive feedback on research projects and academic work.
- Assist in the development of research skills and methodologies.
- Work with mentee to establish goals and a path towards achieving those goals.

2. Professional Development:

- Encourage participation in conferences, workshops, and seminars.
- Support the mentee in networking with other professionals in the field.
- Advise on career development and opportunities.

3. Communication:

- Lead in the scheduling of regular meetings to discuss progress, address concerns, and/or troubleshoot technical problems.
- Be accessible for questions and provide timely responses.

Mentee Responsibilities

1. Research and Academic Work:

- Treat research in the ViLoN Lab as a priority, taking about as much time per week as an involved class.
- Conduct research ethically - communicating issues with equipment, data, or anything else in the lab promptly.
- Demonstrate a true effort to complete assigned tasks and projects on time.
- Seek feedback and incorporate it into the work.

2. Professional Development:

- Be an active participant in your own professional development.
 - This means that you will take it upon yourself to investigate and explore things that might interest you, and not solely rely on the guidance of the mentor.
- Take advantage of networking opportunities and build professional relationships (attending talks, meetings, and conferences when you can).
- Take initiative in seeking out learning opportunities.

3. Communication:

- Attend scheduled meetings (including lab meetings) to the best of your ability.
- Come to meetings prepared to participate.
- Communicate any issues or concerns promptly.
- Respect the mentor's time and availability.

Mutual Expectations

1. Respect and Professionalism:

- Maintain a respectful and professional relationship.
- Acknowledge each other's contributions and efforts.

2. Feedback and Evaluation:

- Provide and receive feedback constructively.
- Participate in regular evaluations to assess progress and set goals.

Duration and Termination

Relationship termination clause: 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.

Duration: This mentorship relationship will continue as long as both parties feel comfortable with its productivity or until: Month DD, YYYY

Mentor's Signature: _____

Mentee's Signature: _____

Date: _____