

## Undergraduate Mentorship Contract

The nature of a human relationship mostly goes unstated. People may form one for an explicit purpose, yet all but the simplest involve complex, dynamic interpersonal processes in a constant state of change. They elude verbal description. On the whole, it is a good thing. Yet it can lead to conflict, especially when people begin with different assumptions. The purpose of this document is to make some of the coarsest expectations about the mentor-mentee relationship clear from the beginning. This list does not include everything important, and it can be changed by an agreement between the mentor and the mentee at any point.

### Mentor responsibilities:

- set reasonable expectations
- make research-specific responsibilities of the mentee clear
- explain the purpose of the research being done
- provide training in relevant methods
- give due credit for contributions
- promptly explain changes in responsibilities and research goals
- bring up problems in the mentor-mentee relationship when they arise
- help students prepare semester presentation on research when appropriate
- answer questions on **professional development**
- make students aware of future opportunities as they come available
- provide reference letters that accurately evaluate the mentee's performance

### Mentee responsibilities:

- work the number of hours per week expected for the course credit given, and make effective use of those hours
- follow general courtesy in working, e.g. taking responsibility for your work area
- take initiative to understand the research questions being asked
- follow the methods used in doing a particular experiment
- ask questions whenever expectations or methods need clarification
- be straightforward about future plans & goals, and how they change/develop
- bring up problems in the relationship straightaway
- be proactive in putting together semester presentation (keep mentor informed of deadlines, do most of the non-analytical work in poster composition)
- **ask questions about careers, professional development, science**
- **seek out opportunities for relevant training and advancement**
- ask for letters of reference in a timely way (a few weeks ahead of time), and give your mentor plenty of information about yourself and the position you're applying for

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

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