**Mentor – Undergraduate Trainee Expectations Agreement**

Trainee (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This agreement outlines the parameters of our work together on this research project.

1. Our major goals are:
2. proposed research project goals –
3. trainee’s personal and/or professional goals –
4. mentor’s personal and/or professional goals –
5. Our shared vision of success in this research project is:
6. We agree to work together on this project for at least \_\_\_\_\_\_ semesters.
7. The trainee will work at least \_\_\_\_\_\_ hours per week on the project during the academic year, and \_\_\_\_\_\_ hours per week in the summer.
8. The trainee will propose their weekly schedule to the mentor by the week \_\_\_\_\_\_ of the semester.   
   If the trainee must deviate from this schedule (e.g. to study for an upcoming exam), then they will communicate this to the mentor at least \_\_\_\_\_\_ (weeks/days/hours) before the change occurs.
9. On a daily basis, our primary means of communication will be through (circle all that apply): face to face/phone/email/instant messaging/ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
10. We will meet one-on-one to discuss our progress, the larger project goals, and to evaluate the trainee’s performance in the lab. We will reaffirm or revise our goals and/or expectations going forward for at least \_\_\_\_\_\_\_\_\_\_ minutes \_\_\_\_\_\_\_\_\_\_ time(s) per month.
    1. (Circle one): It will be the (trainee’s/mentor’s) responsibility to schedule these meetings.
    2. In preparation for these meetings, the trainee will:
    3. In preparation for these meetings, the mentor will:
11. At these meetings, the mentor will provide feedback on the trainee’s performance and specific suggestions for how to improve or progress to the next level of responsibility through a   
    a. written evaluation   
    b. a verbal evaluation   
    c. other \_\_\_\_\_\_
12. When learning new techniques and procedures, the mentor will train the trainee using the following procedure(s) (e.g. write out directions, hands-on demonstration, verbally direct as trainee does procedure, etc.):
13. The proper procedure for documenting research results (laboratory notebook) in our research group is: The notebook will be checked \_\_\_\_\_\_ (e.g., weekly/monthly).
14. If the trainee 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:
15. The standard operating procedures for working in our research group, which all group members must follow and the trainee agrees to follow, include: (e.g. require institutional training wash your own glassware, attend weekly lab meetings, reorder supplies when you use the last of something, etc.)
16. The mentor and trainee have agreed on a mentoring approach which consists of:
17. The mentor and trainee have discussed the methodology used in the lab in detail and the trainee understands what is expected of them. To become part of the lab the trainee must complete the following safety procedures and/or ethics training(s):
18. The mentor agrees to read and revise the trainees research writing according to the following procedure:
19. The trainee agrees to not present any of the research findings from this laboratory in any shape or form without the explicit consent and approval of the mentor.
20. Other issues not addressed above that are important to our work together: