

## Example of a Mentee Contract

### from *Entering Research: Workshops for Students Beginning Research in Science*

Branchaw, J. L., Pfund, C., and Rediske, R. 2010 *Entering Research Facilitator's Manual: Workshops for Students Beginning Research in Science*, WH Freeman & Company.

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

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

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

1. Our major goals are:

- A. research project goals –
- B. mentee's personal and/or professional goals –
- C. mentor's personal and/or professional goals –

2. Our shared vision of success in this research project is:

3. We agree to work together on this project for at least \_\_\_\_ semesters.

4. The mentee will aim to work at least \_\_\_\_\_ hours per week on the project.

5. On a daily basis, our primary means of communication will be through (circle):

face-to-face / phone / email / instant messaging / \_\_\_\_\_

6. We will meet one-on-one to discuss our progress on the project and to reaffirm or revise our goals for at least \_\_\_\_ minutes \_\_\_\_ time(s) per month.

It will be the (mentee's / mentor's) responsibility to schedule these meetings. (circle)

In preparation for these meetings, the mentee will:

In preparation for these meetings, the mentor will:

At these meetings, the mentor will provide feedback on the mentee's performance and specific suggestions for how to improve or progress to the next level of responsibility through (circle):

- a. a written evaluation
- b. a verbal evaluation
- c. other:

7. If the mentee gets stuck while working on the project (e.g. has questions or needs help with data analysis) the procedure to follow will be:

8. 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: \_\_\_\_\_