**Biology 499Rr: Mentor-Mentee Agreement**

Students should fill out this research agreement in consultation with their mentor.  This can be anyone with whom they will be working closely with this semester (e.g., faculty member, postdoc, research specialist, grad student). The purpose of the agreement is to clearly establish expectations, goals, and communication plans between student researchers and their mentors.

# General Information

**Student name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mentor(s) names:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**By typing your name below, you agree that these answers were discussed with at least one of your mentors.**

**Student:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# General Expectations

1. **Student, what are your general goals and expectations for research?**
2. **What do you see as challenges that you may face in meeting these goals and expectations?** *Is there anything that your mentor should know that may make it easier for them to support you?*
3. **If you have worked together previously, is there anything that either of you would like to do differently or change this semester?**
4. At the end of the semester, mentors will be asked to provide a grade, using the below questions as a guideline:

* *Did the research student in your lab make progress? Did they develop a project and attempt experiments?*
* *Was the research student reliable?*
* *Did the research student work on their project at least 12 hours per week. Please consider time spent reading and working on their final presentation?*
* *Did the research student ask for assistance when needed and respond to feedback appropriately?*
* *Did the research student communicate effectively?*
* *How was the quality of your students' final research presentation? Please remember for a first semester student that they may not yet have data.*

**Please discuss these questions. What do you, as a mentor, see as most important? What other expectations do you have? What other aspects will you consider in assigning a grade to your mentee?**

1. **Communication plan**: *What is the best way for the student to contact the mentor with questions? Will there be regular check-in meetings? If so, how often?*
2. **How many hours per week, on average, should the student spend working on the project?** *Note, for Biology 499R, a student is expected to work on the project 12-16 hours per week. This includes time spent reading, writing and preparing presentations outside of the lab.*
3. **Which, if any, of the following Emory resources should the student leverage?** Mark all that apply

* Make an appointment with the Writing Center for feedback on drafts of paper.
* Complete online lab safety training
* Complete in lab specific safety training
* Complete other training modules: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Attend a seminar (list name, time):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Research Milestones (Optional)

Identify several task/milestones the student should aim to accomplish or achieve. In the fall, a key milestone of Biol 499R is writing a research report in the style of a peer reviewed publication. The student will have several assignments along the way to build this report; it is not necessary for students to have finished the project in order to submit a report that focuses on hypotheses and plans rather than results. In the spring, a key milestone is creation and presentation of a poster.

Example Research Milestones:

* *Create annotate bibliography of 20 papers relevant to research.*
* *Successfully clone gene of interest.*
* *Administer survey.*
* *Learn how to submit jobs to server.*
* *Complete IRB training.*
* *Work with mentor to complete statistical analyses of data collected last semester.*
* *Turn in the first draft of research paper*

**Milestone 1:**

* Target completion date:

**Milestone 2:**

* Target completion date:

**Milestone 3:**

* Target completion date:

**Milestone 4:**

* Target completion date: