



UAF Office of Undergraduate Research and Scholarly Activity

Undergraduate Mentor-Mentee Agreement

Purpose: This document is a tool to set clear expectations for both an undergraduate student and their UAF mentor as a guide for the student's research and/or scholarly activity experience with the Office of Undergraduate Research and Scholarly Activity (URSA). It is analogous to a course syllabus or independent study contract and should only be completed after an initial agreement to work together has been reached. It can be used for any type of undergraduate research and in any context (e. g., laboratory or studio, field work, immersion or competition, community engagement, etc.). With this agreement, the student could also be mentored on an independent project of their own design or on a contribution to the mentor's project. This agreement is intended to form the basis for assessment of progress and evaluation of outcomes, either formally or informally, and to ensure that the needs of the student and mentor are being met during the project period.

Directions: The student and mentor should complete most of this agreement together, using the template to facilitate your conversation as you establish and clarify expectations for communications, milestones, and outcomes. Fill it out at the beginning of the project and refer to it as needed throughout the duration of the project term. Throughout the entirety of the project, including project completion, use the agreement to (1) discuss and reflect on the student's progress, (2) ensure that the mentor met the needs of the student during the project, and (3) assess the mentee-mentor experience and relationship. Both the student and the mentor should retain a copy of the agreement throughout the duration of the project.

Form Routing Information:

- Mentor-Mentee Agreement forms should be initiated by the student.
- **Students** will complete Section 1 and 2, electronically sign and submit the form.
- **Mentors** will then receive a link to complete Sections 3, 4, 5, 6 while in discussion with the student. The Mentor will be prompted to sign and submit at the end of the form.
- The form will return to the **student** for final signature and submission.
- The URSA Office will have the final approval signature after both the student and mentor have completed their portions.
- After the URSA approval, all signers will receive a final copy via DocuSign email.

1. General Information **(Student Section)**

- **Student Information**
 - **Name:**

 - **UA ID:**

 - **UA Email:**

 - **Information for additional student group members:**

- **Mentor Information:**
 - **Name:**

 - **UA Email:**

 - **Department:**

 - Information for additional project mentors:**

- **Project Term (e.g., semester/s / year/s):**

- **Brief description of project (50 words or less):**

3. General Expectations (Mentor Section)

- **Communication plan:** *What is the best way for the student to contact the mentor with questions? What is the best way for the mentor to contact the student? What are the agreed upon best-case and worst-case response times? Will there be regular check-in meetings? If so, how often? (see Section 4 below) Will there be times when the mentor is not available to the student?*

- **How many hours per week, on average, should the student spend working on the project? Are there restrictions for when that work may take place?**

- **Should issues or problems that arise be sent to the mentor immediately, after reasonable attempts to solve independently, or held until the next regular meeting, or should the URSA office be contacted?**

- **Who else should the student turn to for assistance on this project?** (e. g., graduate students, research staff, post-doctoral fellows, professionals outside UAF)

- **Does the student need to get the mentor's permission before presenting this research at a conference and/or submitting it for publication?** Yes No

- **Which, if any, of the following UAF resources should the student use to prepare for or complete the project?** (check all that apply)
 - Complete one or more of the online CITI tutorials (human subjects, clinical, animal welfare, etc.) offered through the UAF Institutional Review Board.
 - Complete safety training/s offered through UAF Environmental Health, Safety, and Risk Management.
 - Complete college, departmental, or duty-specific safety training.
 - Consult with an UAF subject or reference librarian for assistance finding sources.
 - Make an appointment with the Writing Center for feedback on drafts of papers.
 - View website and/or attend a workshop offered through the URSA Office about presenting your research at a conference.
 - Other _____

4. Project Milestones (Mentor Section)

Identify tasks that the student should aim to accomplish as s/he carries out this project, including a tentative schedule/timeline. Be sure to include any product(s) that the student is expected to complete by the end of the project term, such as a paper, creative work, and/or presentation. (Add more fields as needed).

Example project milestones (*e.g., identify six articles to read, successfully clone gene of interest, administer a survey, submit poster to present at URSA Research and Creative Activity Day, submit the first draft for a final paper, etc.*). These milestones could also include other deliverables relevant to each milestone, such as relevant documents (*e.g., draft of the entire poster or poster components, draft or final version of outreach components*) or preparations needed for the successful completion of a milestone (*e.g., developing specific field and/or laboratory sampling techniques, development of an understanding of the relevant literature*).

- **Milestone 1:**

- Target completion date:
-

- **Milestone 2:**

- Target completion date:
-

- **Milestone 3:**

- Target completion date:
-

- **Milestone 4:**

- Target completion date:

6. Student Outcomes (Mentor Section)

Identify outcomes (e. g., skills, knowledge, professional development, etc.) that are important for the student to develop through the process of completing this project. Use these questions to get you started: *What does the student want to get out of this URSA experience? What does the mentor want the student to get out of the experience?*

Example skills outcomes (*Can identify relevant sources from library databases, learn to operate a thermocycler to complete PCR, can successfully use Final Cut Pro to edit my film, etc.*)

Example content knowledge outcomes (*Can compare/contrast 3 different scholars' interpretations of "Brave New World.", can summarize the latest research about the causes of depression among the elderly, can explain and understand the concepts behind the PCR technique and its application to the lab's work, etc.*)

Example professional development outcomes (*To show my artwork in a gallery, to attend a professional conference, to create a writing sample/portfolio for graduate school applications, to help me decide on my career options, etc.*)

Please rate the student levels at the start and end on the following scale for all outcomes below: (no experience, beginning, adequate, advanced)

- **Outcome 1:**

- Student level at start of project:
- Student level at end of project:
- Notes on gains or progress to be made:

- **Outcome 2:**

- Student level at start of project:
- Student level at end of project:
- Notes on gains or progress to be made:

- **Outcome 3:**

- Student level at start of project:
- Student level at end of project:
 - Notes on gains or progress to be made:

7. Additional Agreement Notes (use as needed):

Student:

Mentor:

8. Final Acknowledgements & Agreements

(Student & Mentor Section)

- URSA Mentor-Mentee Agreements should be completed and submitted to the URSA Office no later than your scheduled award meeting.
- This document solidifies how the student(s) and mentor(s) agree to work together.
- Signing below indicates a good faith effort to commit to the established guidelines.
- Once discussed and signed by both the mentor and mentee, this form will automatically route to the URSA Office for final approval. Both mentor and mentee will receive a copy via email once approved by the URSA Office.

Concerns regarding the mentor-mentee relationship at any point during the award term should be communicated with the URSA Office as soon as possible.

Student Signature #2: _____
**where there is more than one student involved in the project, the lead student will sign in agreement for the group.*

Mentor Signature: _____
**where there is more than one mentor involved in the project, the lead mentor will sign in agreement for the group.*

URSA Office Approval: _____
URSA Notes (as needed): _____