



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 can be used for any type of undergraduate research or independent project and in any context (e. g., laboratory or studio, field work, immersion or competition, community engagement, etc.). 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 this agreement together, using the template to facilitate your conversation as you establish and clarify expectations for communication, milestones, and outcomes. Complete at the beginning of the project and revise as needed throughout the duration of the project term. Throughout the entirety of the project, including project completion, use this 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 will be sent to the student first. Please schedule a meeting to discuss and complete with your mentor. After completion, you will sign it first and then it will be routed to your mentor for signature.
- The URSA Office will sign after the student and mentor have both signed it.
- All signers will receive a final copy via DocuSign email.

General Information

- **Student Information**
 - Name:
 - Additional student group members:

- **Mentor Information:**
 - Name:
 - Department:
 - Additional project mentors:

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

- **Project Title:**

General Expectations

- **Goals and timeline:**
 - **Our major goals for the project/study/activity are –**

- **Identify tasks, timeline, and desired outcomes –**

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 and target completion date:

- Milestone 2 and target completion date:

- Milestone 3 and target completion date:

- **Our shared vision of success is:**

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- **Communication plan:**

Discuss how frequently you plan to meet to review goals and provide updates and feedback on progress and performance. How will you document research/study/activity results and meeting notes?

- **Frequency of Meetings:**

- **Estimated duration of Meetings:**

- **Meeting Style (face-to-face, zoom, phone, mixed, etc.):**

- **On a regular/daily basis, our preferred method of communication is (e.g. texts, emails, instant messaging) :**

- **On average, how many hours per week is the student expected to spend working on the project? Are there restrictions for when that work may take place?**

- **If issues or problems that arise that need the mentor's attention should the student, after reasonable attempts to solve independently, contact the mentor, wait to discuss this issue(s) at the next regular meeting, or contact the URSA Office?**

- **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 _____

- **Other topics not addressed above that are important to our work together:**

Mentee-Mentor Plan

In addition to the milestone timeline, discuss and create a mentee-mentor plan which includes designated meeting periods (e.g., weekly, every other week, etc.) with specific objectives and outcomes for each meeting (e. g., discuss literature, learn protocols for the studio or laboratory, troubleshooting problems, etc.).

For discussion and consideration (responses are not required) -

- **For the student –**
 - What do you hope to gain from this URSA experience? How can this experience help you achieve academic and professional goals?
 - Are there specific outcomes (e. g., skills, knowledge, professional development, etc.) that you would like to develop?
 - What strengths, knowledge, or skills do you bring to this project?
 - Do you anticipate any challenges in accomplishing project goals?
- **For the mentor –**
 - What do you hope the student gains from this experience?
 - What is your mentoring style/approach/philosophy?
 - Do you anticipate any challenges with this project?

Additional Agreement Notes (optional):

Final Acknowledgements & Agreement

By signing below, we agree to the goals and expectations above and this indicates a good faith effort to commit to the established guidelines. Once discussed and signed by both the mentor and student, this form will automatically route to the URSA Office. 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: _____ **Date:** _____

**where there is more than one student involved in the project, the lead student will sign in agreement for the group.*

Mentor Signature: _____ **Date:** _____

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