# UAF Office of Undergraduate Research and Scholarly Activity

# Undergraduate Mentor-Mentee Agreement

**Purpose: This agreement establishes the expectations for undergraduate students and their UAF mentor as a guide for the student's research and/or scholarly activity experience within projects funded by the Office of Undergraduate Research and Scholarly Activity (URSA).** This agreement forms 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 communications, milestones, and outcomes. Fill it out at the beginning of the project and refer to it as needed during the project term. Use the agreement to (1) discuss and reflect on the student’s progress, (2) ensure that the mentor is meeting the student’s needs, and (3) assess the mentee-mentor experience and relationship. The student and mentor should retain a copy of the agreement and bring the completed agreement to the initial award meeting with the URSA Coordinator and submit a copy to the URSA office (uaf-ursa@alaska.edu) at the start of the project.

## 1. General Information

* **Student name and ID number**:
* **Student degree and program**:
* **Student email address:**
* **Mentor name:**

* **Mentor department:**
* **Mentor email address:**

* **Project term** (e. g., semester/year):

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

## 2. Background

The student should complete this section prior to meeting with the mentor, and these responses should be considered when discussing the remaining items. In this agreement

* **I am most confident about this strength/useful knowledge/skill that I bring to this project**:
* **I anticipate that my greatest challenge/weakness in accomplishing this research might be**:
* **I think that the most important thing for someone mentoring me to know is**:
* **I think that the most important thing for someone mentoring me to do is**:
* **I will consider this experience a success overall if I**:

## 3. General Expectations

* **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?** Y/N
* **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 trainings offered through UAF Environmental Health, Safety, and Risk Management.
  + Complete college, departmental, or duty-specific safety training.
  + Consult with a UAF 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

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:

## 5. Mentee-Mentor Plan

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

## 6. Student Outcomes

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? (add more fields as needed)

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."*, c*an 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.):*

* **Outcome 1:**
  + Student level at start of project *(no experience, beginning, adequate, advanced):*
  + Student level at end of project *(no experience, beginning, adequate, advanced):*
  + Describe gains or progress made:
* **Outcome 2:**
  + Student level at start of project *(no experience, beginning, adequate, advanced):*
  + Student level at end of project *(no experience, beginning, adequate, advanced):*
  + Describe gains or progress made:
* **Outcome 3:**
  + Student level at start of project *(no experience, beginning, adequate, advanced):*
  + Student level at end of project *(no experience, beginning, adequate, advanced)*:
  + Describe gains or progress made:
* **Outcome 4:**
  + Student level at start of project *(no experience, beginning, adequate, advanced):*
  + Student level at end of project *(no experience, beginning, adequate, advanced)*:
  + Describe gains or progress made:

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

**Mentor signature:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Once discussed and signed by both the mentor and mentee, please submit this form to the URSA Office via email ([uaf-ursa@alaska.edu](mailto:uaf-ursa@alaska.edu)). URSA Mentor-Mentee Agreements should be completed and submitted to the URSA Office no later than your scheduled award meeting.