

*This contract outlines the parameters of our work together on this research project and professional development.*

Mentee (print) \_\_\_\_\_ Mentor (print) \_\_\_\_\_

**1. Major goals for duration of mentee's program**

Proposed research project goals –

Mentee's personal and professional goals –

Mentor's personal and professional goals –

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

**3. Time commitment toward outlined goals**

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

The mentor will work at least \_\_\_\_\_ hours per week on the project during the academic year.

The mentor will propose their weekly schedule to the mentee by the \_\_\_\_\_ week of each semester.

The mentee will work at least ---- \_\_\_\_\_ hours per week on the project during the academic year, and \_\_\_\_\_ hours per week in the summer.

The mentee will propose their weekly schedule to the mentor by the \_\_\_\_\_ week of each semester.

If a team member must deviate from this schedule (e.g. to study for an upcoming exam or for travel), then s/he will communicate this to their team member at least \_\_\_\_\_ (weeks/days/hours) before the change occurs.

If a team member wants to spend a prolonged period (greater than 2 weeks) away from the project (e.g. study abroad; extended travel; leave of absence), then they will communicate this intent to their team member at least

\_\_\_\_\_ (weeks/days) before the change would occur. The team member requesting the change will propose a modified research schedule or plan to their teammate at least \_\_\_\_\_ (weeks/days) before the change occurs.

4. On a daily basis, our primary means of communication will be through (circle) face-to-face, phone, email, text, other \_\_\_\_\_

5. Meeting times

We will meet one-on-one to discuss our progress on the project and 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

- a. a written evaluation
- b. a verbal evaluation
- c. other \_\_\_\_\_

The mentee and mentor will work with other research group members to schedule a weekly group meeting. Acknowledgement by initials: Mentee \_\_\_\_\_, Mentor \_\_\_\_\_

6. When learning new techniques and procedures, the mentor will train the mentee using the following procedure(s) (e.g. write out directions, hands-on demonstration, verbally direct as the mentee does procedure and eventually a written protocol, etc.):

7. The proper procedure for maintaining data and documenting research results for this team is:

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

9. The standard operating procedures for working in our research group, which all group members must follow and the mentee agrees to follow, include:

10. 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, as well as abiding by University of Virginia, College and Graduate School of Arts and Sciences, Department of Environmental Sciences policies and regulations, as well as the Ice and Ocean Group Guidelines and Code of Conduct.

Mentee's signature \_\_\_\_\_ Date \_\_\_\_\_

Mentor's signature \_\_\_\_\_ Date \_\_\_\_\_