Mentee name: [print here]

Mentor name: [print here]

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

Proposed research project goals

[answer here]

Mentee’s personal and professional goals

[answer here]

Mentor’s personal and professional goals

[answer here]

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

[answer here]

**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 and mentee will propose their weekly schedule to the mentee by [#] week prior to the start of the semester.

The mentee will work at least [#] hours per week on the project during the academic year, and [#] hours per week in the summer. List any additional time commitments here (e.g., TA responsibilities, course work): [answer here]

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

**4. On a daily basis, our primary means of communication will be through:**

[answer here]

**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. The mentee will come with a meeting plan, lead the meeting, and define goals for the upcoming week and month. (circle)

In preparation for these meetings, the mentee will:

[answer here]

In preparation for these meetings, the mentor will:

[answer here]

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, state below

[answer here]

The mentee and mentor will work with other research group members to schedule a weekly group meeting. Acknowledgement by typed initials: Mentee [answer here], Mentor [answer here]

**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.):**

[answer here]

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

[answer here]

**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:**

[answer here]

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

[answer here]

**10. Other issues not addressed above that are important to our work together:**

[answer here]

By signing below, we **agree to these goals, expectations, and working parameters** for this research project mentioned above. You also **acknowledge that you have read the Ice and Ocean Group Guidelines and Code of Conduct, and agree to abide by it and University of Virginia, College and Graduate School of Arts and Sciences, Department of Environmental Sciences policies and regulations**.

You also acknowledge and agree **that collaborative work and ideas associated with this research are the intellectual property of all members involved in project development**. All data used in publications and presentations must acknowledge all parties or include them as co-authors depending on their interest in engagement with the research.

Mentee’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_