

Mentor-Mentee Expectations

Purpose

The purpose of this document is to clearly outline the roles, responsibilities, and expectations for both the mentor and the mentee to facilitate a smooth transition into research. This agreement aims to foster a productive, respectful, and supportive mentoring relationship.

Mentor Information

- **Name:**
- **Goes By:**
- **Pronouns:**
- **Email:**
- **Phone #:**
- **Slack/Teams:**
- **Typical Working Hours:**
- **Communication Preferences:**
 - Urgent:
 - General:

Mentee Information

- **Full Name:**
- **Goes By:**
- **Pronouns:**
- **Major/Minors:**
- **Year in School:**
- **Type of Position:** (Volunteer/Paid/Course Credit)
- **Typical Working Hours:**
- **Email:**
- **Phone #:**
- **Other Accounts:** (e.g., Slack, Teams)
- **Communication Preferences:**
 - Urgent:
 - General:

Goals and Objectives

- **Mentee Education and Career Goals:**
- **Short-Term Goals:**
- **Long-Term Goals:**
- **Project/Main Task(s) for Mentee:**

Student Availability

- **General Weekly Availability (filled = available):**

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
9:00					
10:00					
11:00					
12:00					
1:00					
2:00					
3:00					
4:00					
5:00					
6:00					
7:00					

Communication Plan

- **Frequency of Meetings:** (e.g., weekly, bi-weekly)
- **Mode of Meetings:** (e.g., in-person, Zoom, phone)

Record-Keeping

- **Preferred Method and Format for Record-Keeping:**
 - Documentation tools, frequency of updates.

Review and Reassessment

- **Review Schedule:**
 - Check in every:

Signatures

By signing below, both parties agree to the terms and expectations outlined in this document.

Mentor Signature: _____

Date: _____

Mentee Signature: _____

Date: _____