**MolES Faculty-Student Mentorship Program - Mentee Agreement**

1. I will send an update every \_\_\_\_\_\_\_ by 5pm describing:

a. The projects/tasks I’ve been working on that I’m interested in discussing with you.

b. Any challenges I’m facing with my work or questions I have.

c. What I plan to work on before our next meeting.

d. I expect to email you updates prior to our meetings even if I don’t feel that I have made substantial progress.

*Is there anything else your mentor needs to be updated on? How would your mentor like to be updated? Include that here.*

2. I will meet with my mentor every \_\_\_\_\_ to discuss my progress, challenges, and future plans. *Minimum once per quarter required.*

*How will these meetings be conducted during university closure and after reopening? What do you expect to have prepared for these meetings? What topics will be discussed (research, career planning, etc.)? Include that here.*

3. I will check and respond to emails within 48 hours. Email is our most effective way of communicating outside of individual meetings.

*Do you use another communication platform like Slack or Trello? Mention that here.*

4. I will communicate my work schedule and strive for consistency.

*Do you expect that your mentor remains your mentor for a certain number of quarters/years? Put that here.*

5. I will ask questions. It is always better to ask questions than it is to move forward without knowing the answers.

*Are there specific protocols your mentor would like you to follow when reaching out to ask questions? Make that clear here.*

6. I will communicate early and often about any personal or professional concerns I have, especially regarding our mentor-mentee relationship.

*Are there activities or events that you would be included in (e.g. BBQs, departmental seminars)? Make that clear here.*

**MolES Faculty-Student Mentorship Program - Mentor Agreement**

1. I will be accessible to my mentee during \_\_\_\_\_\_\_.

*Do you have an “open door” policy, meaning that you can always come by my office if you need help with anything? Are you comfortable with allowing the student to call you on your cell phone or text you? In which situations would that be/not be appropriate? Do you prefer that students set up an appointment with you instead? Make that clear here, as well as how these policies will change when the university reopens.*

2. I will check and respond to emails within 48 hours, unless I am sick or there is an emergency, in which case, I will do my best to communicate to my mentee that my responses may be delayed.

*Do you answer email over the weekend or while you’re on vacation? How will students know if you leave for vacation? Do you need more than 48 hours to respond to emails? Make that clear here.*

3. I will meet with my mentee every \_\_\_\_\_ to discuss your progress, challenges, and future plans and give feedback on your progress. I will also give feedback for written updates. *Minimum once per quarter required.*

*How will these meetings be conducted during university closure and after reopening? How will you prepare for these meetings? What topics will be discussed (research, career planning, etc.)? Include that here.*

4. I will advocate for you! If there are any challenges (personal or professional) that you are facing, I will do my best to help you resolve them. I care about you as an individual, not just as a researcher.

*Are there other ways you advocate for your students (e.g. by writing letters of recommendation and encouraging conference presentations)? Do you walk with students to support services on campus, like the Undergrad Research and Writing Studio, Counseling and Psychological Services, Human Services Resource Center, as appropriate? Articulate any student advocacy here.*

5. I will communicate my work schedule and strive for consistency.

*How long are you committing to mentor this mentee? Include that here.*

6. I will communicate early and often about any personal or professional concerns I have regarding our relationship and/or your progress. It is my hope that my mentee feels supported and included. I will work with you to address these concerns, should they arise.

*Are there activities or events that you will include the mentee in (e.g. BBQs, departmental seminars)? Make that clear here.*