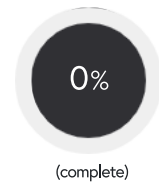


# Hi, Scott!

Welcome to the Mentoring Agreement. The first step to completing the Mentoring Agreement is to reflect on what is important to you in a successful mentee-mentor relationship. Through a series of questions on topics such as meetings, communication, research, and approach to scholarly products, to name a few, this survey will help guide you through that process and provide you with a tool to capture your thoughts. The survey should take about 30 minutes to complete. Your mentor(s) (Scott Pearson) will also complete a survey.



The mentee should complete the agreement first. An email will alert the mentor(s) whenever the agreement is submitted. The mentor(s) should arrange a time to meet with the mentee to fill out their part of the agreement, which will act as the final authorized/completed agreement. Then the completed agreement can be viewed, signed, and printed. A follow-up email will be scheduled for when the agreement should be revisited.

Each section below will explore expectations and goals regarding relevant topics for the relationship, such as the approach to direct one-on-one meetings.

PLEASE INDEPENDENTLY FILL OUT THE CHECKLIST BELOW. SUGGESTED TABLES ARE OPEN. CLICK ON A HEADER TO EXPAND THE TABLE. WHEN COMPLETE, CLICK ON THE BUTTON TO ALERT YOUR MENTOR.

## MENTEE-MENTOR 1:1 MEETINGS

At this point in your training/career, what would benefit you, the mentee, most with regards to your 1:1 meetings?

If desired, you may click on this header to toggle the section.

QUESTION	MENTEE RESPONSES	LATEST NOTE (CLICK FOR FULL CONVERSATION)
Frequency	<input type="radio"/> Twice a week <input type="radio"/> Weekly <input type="radio"/> Every two weeks <input type="radio"/> Monthly <input type="radio"/> Other	<a href="#">add note</a>
Duration	<input type="radio"/> 30 minutes <input type="radio"/> 60 minutes <input type="radio"/> 90 minutes <input type="radio"/> 120 minutes <input type="radio"/> Other	<a href="#">add note</a>
Scheduling responsibility	<input type="radio"/> Mentor <input type="radio"/> Mentee <input type="radio"/> Administrative team member	<a href="#">add note</a>
Typical meeting location	<input type="radio"/> Mentor's office <input type="radio"/> Mentee's office <input type="radio"/> TBD for each meeting <input type="radio"/> Virtual	<a href="#">add note</a>
Agenda responsibility	<input type="radio"/> Mentee <input type="radio"/> Mentor	<a href="#">add note</a>

QUESTION	MENTEE RESPONSES	LATEST NOTE (CLICK FOR FULL CONVERSATION)
How far in advance should agenda items be shared?	<input type="radio"/> Bring to meeting <input type="radio"/> 1 day <input type="radio"/> 2 days <input type="radio"/> 3 days <input type="radio"/> 1 week <input type="radio"/> Other	<a href="#">add note</a>

## LAB MEETINGS

What do you as the mentee need from lab meetings?

If desired, you may click on this header to toggle the section.

QUESTION	MENTEE RESPONSES	LATEST NOTE (CLICK FOR FULL CONVERSATION)
When are lab meetings held? Please add time and location detail in the notes.	<input type="radio"/> Twice a week <input type="radio"/> Weekly <input type="radio"/> Every two weeks <input type="radio"/> Monthly <input type="radio"/> Other	<a href="#">add note</a>
What expectations do you have for the mentee's contribution to lab meetings (e.g., full preparation for the meeting; update the group on project progress; intellectually engage with colleagues)?	<div></div>	
Are there collaborator lab meetings that the mentee should attend?	<input type="radio"/> Yes; if so, when? Please list in the notes. <input type="radio"/> No	<a href="#">add note</a>

## COMMUNICATION

If desired, you may click on this header to toggle the section.

QUESTION	MENTEE RESPONSES	LATEST NOTE (CLICK FOR FULL CONVERSATION)
Preferred method of communication outside of direct 'in person' (or Zoom-style) meetings	<input type="checkbox"/> Email as needed <input type="checkbox"/> Consolidated/wrap up email approach one (or other) time per day <input type="checkbox"/> Phone call using office phone <input type="checkbox"/> Phone call using mobile (please include phone number in note) <input type="checkbox"/> Slack or other preferred interactive platform <input type="checkbox"/> Text messaging <input type="checkbox"/> Other (write in notes section)	<a href="#">add note</a>

QUESTION	MENTEE RESPONSES	LATEST NOTE (CLICK FOR FULL CONVERSATION)
Expectations for laboratory members with regard to work hours include: (We encourage a discussion about self-care, wellness, and work-life balance.)	<input type="checkbox"/> In person Monday through Friday regular business hours <input type="checkbox"/> In person hours will vary according to project and person <input type="checkbox"/> Remote work activities Monday through Friday regular business hours <input type="checkbox"/> Remote work hours will vary according to project and person <input type="checkbox"/> Weekend hour work is atypical for our laboratory members <input type="checkbox"/> Weekend hour work is typical for our laboratory members <input type="checkbox"/> Other	<a href="#">add note</a>
Conflict resolution: In every relationship, including mentee-mentor, differences in perspectives occur. After a confidential and/or sensitive topic has been discussed, if there is lack of resolution between the mentor and mentee, the next step should be a meeting to include a third-party arbitrator, such as:	<input type="checkbox"/> HR personnel/university ombudsperson <input type="checkbox"/> Alternative mentor of mentor panel <input type="checkbox"/> Mentee's program, division, or departmental leader <input type="checkbox"/> Selected third-party arbitrator <input type="checkbox"/> Other <input type="checkbox"/> Revisit discussion with mentor	<a href="#">add note</a>
For anticipated absences or unanticipated absences, the mentee will notify the mentor:	<input type="checkbox"/> Request via email <input type="checkbox"/> Request via Slack, or other laboratory interactive platform <input type="checkbox"/> Request during in person meeting <input type="checkbox"/> No notification required	<a href="#">add note</a>

## MENTORING PANEL

Similar to a thesis committee, a mentoring panel guides the scholarly and career development of the mentee.

If desired, you may click on this header to toggle the section.

QUESTION	MENTEE RESPONSES	LATEST NOTE (CLICK FOR FULL CONVERSATION)
My mentoring panel includes:	<div></div>	
Goal frequency of mentoring panel meetings	<input type="radio"/> Quarterly <input type="radio"/> Twice a year <input type="radio"/> Yearly	<a href="#">add note</a>
Person typically responsible for scheduling mentoring panel meetings	<input type="radio"/> Mentee <input type="radio"/> Mentor <input type="radio"/> Other administrative team member	<a href="#">add note</a>
Person responsible for creating the mentoring panel meeting agenda	<input type="radio"/> Mentee <input type="radio"/> Mentor <input type="radio"/> Created together	<a href="#">add note</a>
We discussed the role of the mentoring panel and/or the specific roles of certain members of the panel.	<input type="radio"/> Yes; if yes, please briefly list by opening note <input type="radio"/> No	<a href="#">add note</a>

## FINANCIAL SUPPORT

If desired, you may click on this header to toggle the section.

QUESTION	MENTEE RESPONSES	LATEST NOTE (CLICK FOR FULL CONVERSATION)
Lab equipment and supplies supported by the mentor will be accessible to the mentee in the following manner, typically: (Please use notes to track specifically agreed-upon amounts.)	<ul style="list-style-type: none"><li><input type="radio"/> Use or purchase as needed with no restrictions</li><li><input type="radio"/> Use or purchase items only upon approval from lab manager or lab leader</li><li><input type="radio"/> Use or purchase items only upon approval from mentor</li><li><input type="radio"/> Other</li></ul>	<a href="#">add note</a>
Members of the mentor's personnel may or may not be available to directly assist the mentee. Personnel supported by the mentor will be accessible to the mentee in the following manner, typically: (Please use notes to indicate agreements.)	<ul style="list-style-type: none"><li><input type="radio"/> As needed with no restrictions</li><li><input type="radio"/> Only upon approval from lab manager or lab leader</li><li><input type="radio"/> Only upon approval from mentor</li><li><input type="radio"/> Other</li></ul>	<a href="#">add note</a>
We reviewed the mentee's time responsibilities, including protected time for research. The protected time is closest to this amount.	<ul style="list-style-type: none"><li><input type="radio"/> 100% protected time for research</li><li><input type="radio"/> 80% protected time for research</li><li><input type="radio"/> 50% protected time for research</li><li><input type="radio"/> 20% protected time for research</li></ul>	<a href="#">add note</a>
We discussed the approach to the submission of intramural and extramural documents such as conference abstracts or grant proposals. The mentee will inform the mentor of a desire to submit such documents:	<ul style="list-style-type: none"><li><input type="radio"/> 6 months in advance</li><li><input type="radio"/> 3 months in advance</li><li><input type="radio"/> 1 month in advance</li></ul>	<a href="#">add note</a>
We discussed the approach to financial support of mentee travel, manuscript submission (publication submissions may cost money), or other financial needs. The mentor will typically provide such support:	<ul style="list-style-type: none"><li><input type="radio"/> Without approval necessary</li><li><input type="radio"/> Only upon approval after direct discussion with mentee</li><li><input type="radio"/> Such support is not anticipated</li></ul>	<a href="#">add note</a>

## SCIENTIFIC DEVELOPMENT

If desired, you may click on this header to toggle the section.

QUESTION	MENTEE RESPONSES	LATEST NOTE (CLICK FOR FULL CONVERSATION)
Please briefly list any metrics of productivity about research that were discussed:	<div><div></div><div></div></div>	
The mentee will provide research updates to the mentor at the following approximate intervals:	<ul style="list-style-type: none"><li><input type="radio"/> Daily</li><li><input type="radio"/> Weekly</li><li><input type="radio"/> Once every two weeks</li><li><input type="radio"/> Monthly</li><li><input type="radio"/> Other</li></ul>	<a href="#">add note</a>

QUESTION	MENTEE RESPONSES	LATEST NOTE (CLICK FOR FULL CONVERSATION)
While all are important, the following research skills will be an area of focus for growth of the mentee:	<input type="checkbox"/> Technical skills related to research area <input type="checkbox"/> Experimental design <input type="checkbox"/> Statistical analysis <input type="checkbox"/> Interpretation of data <input type="checkbox"/> Creativity/innovative thinking <input type="checkbox"/> Navigating the peer review process	<a href="#">add note</a>
While all aspects of communication are important, the following types of communication will receive focus for growth by the mentee:	<input type="checkbox"/> Basic writing and editing <input type="checkbox"/> Writing scientific publications <input type="checkbox"/> Writing grant proposals <input type="checkbox"/> Writing for nonscientists <input type="checkbox"/> Speaking clearly and effectively <input type="checkbox"/> Formulating and asking sound questions <input type="checkbox"/> Presenting research to scientists <input type="checkbox"/> Presenting to nonscientists <input type="checkbox"/> Teaching in a classroom setting <input type="checkbox"/> Training and mentoring individuals <input type="checkbox"/> Seeking advice from advisors and mentors <input type="checkbox"/> Negotiating difficult conversations	<a href="#">add note</a>
While all aspects of professionalism are important, the following areas of professionalism will receive focus for growth by the mentee:	<input type="checkbox"/> Demonstrating workplace etiquette <input type="checkbox"/> Complying with rules and regulations <input type="checkbox"/> Upholding commitments and meeting deadlines <input type="checkbox"/> Maintaining positive relationships with colleagues <input type="checkbox"/> Contributing to the discipline (e.g. professional society member) <input type="checkbox"/> Contributing to institution (e.g. committee participation)	<a href="#">add note</a>
While all aspects of management and leadership are important, the following areas will receive focus for growth by the mentee:	<input type="checkbox"/> Providing instruction and guidance <input type="checkbox"/> Providing constructive feedback <input type="checkbox"/> Dealing with conflict <input type="checkbox"/> Planning and organizing projects <input type="checkbox"/> Time management <input type="checkbox"/> Developing/managing budgets <input type="checkbox"/> Managing research resources responsibly <input type="checkbox"/> Leading and motivating others <input type="checkbox"/> Creating vision and goals <input type="checkbox"/> Serving as a role model	<a href="#">add note</a>
While all aspects of responsible conduct of research are important, the following areas will receive focus for growth by the mentee:	<input type="checkbox"/> Careful recordkeeping practices <input type="checkbox"/> Understanding of data ownership/sharing issues <input type="checkbox"/> Demonstrating responsible authorship/publication practices <input type="checkbox"/> Demonstrating responsible conduct in human/animal research <input type="checkbox"/> Able to identify and address research misconduct <input type="checkbox"/> Able to identify and manage conflict of interest	<a href="#">add note</a>
While all aspects of career advancement are important, the following areas will receive focus for growth by the mentee:	<input type="checkbox"/> Creating and maintaining a professional network <input type="checkbox"/> Identifying career options <input type="checkbox"/> Tracking professional development and accomplishments (e.g. writing and maintaining a CV or résumé) <input type="checkbox"/> Preparing application materials <input type="checkbox"/> Interviewing <input type="checkbox"/> Negotiating	<a href="#">add note</a>

## APPROACH TO SCHOLARLY PRODUCTS

If desired, you may click on this header to toggle the section.

QUESTION	MENTEE RESPONSES	LATEST NOTE (CLICK FOR FULL CONVERSATION)
Who will decide order of authorship (position) for work products directly from mentee's work?	<input type="radio"/> Mentee <input type="radio"/> Mentor <input type="radio"/> Joint decision <input type="radio"/> Other (see notes)	<a href="#">add note</a>
Who will be the corresponding author for submissions?	<input type="radio"/> Mentor <input type="radio"/> Mentee <input type="radio"/> Joint decision <input type="radio"/> Other (see notes)	<a href="#">add note</a>
As appropriate, who controls the investigator portion of intellectual property?	<input type="radio"/> Mentor <input type="radio"/> Mentee <input type="radio"/> Joint decision <input type="radio"/> Other (see notes)	<a href="#">add note</a>
With regard to submissions of scholarly work and/or presentations, the mentee will provide a draft to the mentor:	<input type="radio"/> One month in advance of deadline <input type="radio"/> Two weeks in advance of deadline <input type="radio"/> One week in advance of deadline <input type="radio"/> Other (see notes)	<a href="#">add note</a>
With regard to scientific presentations, the mentee will typically be expected to rehearse in advance. Ideally, rehearsals will occur with the following audience(s):	<input type="checkbox"/> Mentor alone <input type="checkbox"/> Mentor's lab/research group <input type="checkbox"/> Collaborators lab/research group <input type="checkbox"/> Program/division/departamental forum <input type="checkbox"/> Other	<a href="#">add note</a>
Once a scholarly work product is completed, there may be times when distribution and/or publicity is appropriate. Decisions about distribution, which could also include social media platforms, will be made by:	<input type="radio"/> Mentor <input type="radio"/> Mentee <input type="radio"/> Mentee and mentor together <input type="radio"/> Co-investigators <input type="radio"/> Other	<a href="#">add note</a>
Authorship is a complex topic. This space is available for how the mentee and mentor will resolve any conflict.	<div></div>	

## CAREER AND PROFESSIONAL DEVELOPMENT

If desired, you may click on this header to toggle the section.

QUESTION	MENTEE RESPONSES	LATEST NOTE (CLICK FOR FULL CONVERSATION)
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QUESTION	MENTEE RESPONSES	LATEST NOTE (CLICK FOR FULL CONVERSATION)
The mentor will typically attempt to provide the following networking and collaborative opportunities for the mentee.	<input type="checkbox"/> Mentor's lab group <input type="checkbox"/> Mentor's network of local collaborators <input type="checkbox"/> Mentor's network of extramural collaborators <input type="checkbox"/> Additional relevant members of the Mentor's scientific community and/or associations <input type="checkbox"/> Inclusion in networking opportunities at institution-based events such as at conferences <input type="checkbox"/> Inclusion in networking opportunities at extramural events such as at conferences or visits to other institutions <input type="checkbox"/> Other	<a href="#">add note</a>
How does your mentee-mentor team evaluate research productivity?	<input type="checkbox"/> Completed experiments <input type="checkbox"/> Peer-reviewed manuscripts <input type="checkbox"/> Funded grants <input type="checkbox"/> Invited talks <input type="checkbox"/> Other	<a href="#">add note</a>
Mentee's Short-Term Career Goals (Specific, Measurable, Attainable, Realistic, Time-oriented)	<div></div>	
Mentee's Long-Term Career Goals (Specific, Measurable, Attainable, Realistic, Time-oriented)	<div></div>	
We discussed conferences, seminars, training sessions, collaborative meetings, etc. that would be beneficial for the mentee to attend.	<input type="radio"/> Yes; if yes, please briefly list by opening note <input type="radio"/> No	<a href="#">add note</a>
We discussed local institutional resources available to the scholar, such as:	<div></div>	

save mentoring agreement & notify mentor(s)