

MENTOR/MENTEE AGREEMENT

A successful mentee/mentor relationship requires a commitment on the part of both partners. The following agreement is intended to provide a starting framework for the partnership. Either party should understand that they might withdraw from the relationship at any time. Each party should keep a copy of this agreement and make every effort to fulfill the terms of the agreement.

Mentor _____

Employed by: _____ **Job Title** _____

Mentee _____

The following is an agreement between the said Mentor-Mentee and should be followed on a daily basis.

CONTACT AGREEMENT

1. Read background information and standard operating procedures (SOP) about projects and about our laboratory research. This includes the SOP for all synthetic procedures. Student will have to revise and/or implement new SOP's for the laboratory. Prepare to perform literature search using SciFinder and obtain articles from our research lab and other research laboratory. We will discuss any journal article or SOP during group meeting or during daily chats.

2. Be Organized. The projects in our research laboratory have related synthetic schemes; therefore, it is important that you keep track and understand the objective and method of synthesis. This includes maintaining a well-kept notebook.

3. Be independent. During the summer months, I will have more on-hands approach; however, during the academic year my teaching duties may require more of my time. I expect you to get things accomplished well and in an independent manner in the laboratory. Ask if you have questions, when I am around, but don't be afraid to become a researcher. The laboratory is an environment where safety comes first and you must work effective and independent. We have other experienced research available if you have questions if you are confused.

4. Be consistent with lab schedule. Initially, you are asked for your work schedule. Please comply with your schedule and come to lab at the schedule time. Email/call me if you are going to be very late or unable to attend you schedule lab time.

5. Be respectful in the lab area and your colleagues. Keep the laboratory neat and ask if you have questions on equipment use, cleaning, storage, etc. If glassware is broken, please inform me. Please do not worry about me being upset, things happen all the time in labs. Accidents happen in labs, please let me know so that we can arrange to have it fixed or replaced. Please note if you have any low inventory of supplies.

6. Let me know if you need anything from me or have any questions. Please do not be afraid to come and talk to me. Open-communication is a strict practice open in the lab.

7. Attend lab meeting. The entire lab will assemble once a week to discuss our research (problems, success and issues). We will assign one person per week to lead the discussion. We will

have articles to read and discuss. The articles will be provided in a timely manner, so please come prepared and ready to participate.

8. **Send me weekly email updates on Friday by 5 pm** describing briefly what you've been working on, what you plan to do the following week, and any questions or problems you encountered during the week. Please included the following: a. status of your current project, b. problems with current project, c. storage/equip conflicts, if your data is not consistent or awkward. If we need to order supplies, please let me know in your weekly update and also inform the lab technician.

9. **Open door policy.** If you have any troubles or concerns that you want to discuss please do not hesitate to come see me, work related or not.

Mentee Signature and Date

Mentor Signature and Date