**Sample Mentee/Mentor Compact** 

This compact sets forth the general expectations for mentees working with Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_.

1. The goal of this research project is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 a. Deadlines for this project include: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 b. Funding for this project comes from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(mentee) will work on \_\_\_\_ aspect of this project and will report to \_\_\_\_\_.

3. The duration of the project is \_\_\_\_\_\_\_\_\_\_\_ and we agree to work together for at least one academic year.

4. Mentee goals:

 a. for this project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 b. for skill development \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 c. personal/professional \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

5. Success on this project will be measured by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Work expectations include:

 a. \_\_\_\_ number of hours weekly in the lab/research/ office (cannot exceed 20)

 b. The work schedule will be mutually agreed upon at the start of each semester.

 c. Changes to the schedule must be communicated to the mentor at least 24 hours in advance.

(**add other general work place rules here**….)

7. Communication expectations include (daily/weekly?) reports. The mentee will receive feedback from me (daily/weekly?)

 a. The preferred method of regular communication is: face-to-face, email, text

 b. Meetings: should be scheduled in advance OR can take place informally

 c. Meetings will be scheduled by the mentor, but can be requested by the mentee at any time.

8. Preparation

 a. In preparation for our regular meetings, the mentee will \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 b. In preparation for the regular meetings, the mentor will \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.