

Honors College Mentoring Agreement *Template* (rough draft October 24, 2020)

Objectives: Develop a long-term realistic research plan and the skills necessary to accomplish the plan by outlining mutual expectations for any stage of research. Adjust to meet the needs of your partnership, but follow the expectations in the guidelines for the Senior Project/Thesis.

Mentee Instructions: Make an appointment to discuss this document with your prospective mentor, and share the document in advance.

Mentor Instructions: This document helps outline initial expectations for a positive working relationship with an undergraduate researcher, as well as guidance for changes over time.

Foundational Details

1a. Research Stage: This agreement is for _____
(see descriptions below)

Exploring Research Options	Writing a Prospectus	Writing the Thesis
Time commitment for mentor and mentee will vary widely, and some of the questions in this document may not be relevant. However, they will help both parties think ahead to the nature of the working relationship.	Mentor will help student define project, identify relevant literature, read at least 2 drafts of the prospectus, and certify to the instructor of HON 301 or the Dean of the Honors College that the prospectus is an acceptable outline of the planned project.	Mentor will meet regularly with the student, guide research process, read drafts of thesis, ensure student is prepared for the defense, help coordinate with 2 additional committee members/readers, and ensure requirements that emerge from the defense are completed by the mentee.
	Mentee will complete prospectus and ensure that it meets the requirements of the Honors College as outlined in the syllabus of HON 301	Mentee will complete research project, generally, spending 7-15 hours/week (roughly equivalent to the time commitment for a 3 credit course) on research, writing, and meetings.

1b. If this agreement is for “Writing a Thesis,” attach the signed prospectus approved by mentor and members of the Honors College. Confirm by circling one of the following:

Prospectus Attached

Not Applicable

2. This agreement will be in effect until _____ (date) or until mutually agreed upon adjustments are made.

3. Mentor—What would you like your mentee to know about how they should address you (Dr., Mr/Ms/Mrs/First name, other considerations): _____

4. Mentee— What would you like your mentor to know about how they should address you (Dr., Mr/Ms/Mrs/First name, other considerations): _____

5. Attach mentee certificate for CITI Research Ethics training (required by the University—link here: <https://www.southalabama.edu/departments/research/compliance/responsible-conduct/resources/rcr.training.policy.8.2019.pdf> . As of September, 2020, Honors students complete training in HON 201). If this has not yet been completed, please schedule a deadline. Deadline for CITI training (if completed, write in date of completion) _____

Specific Concerns for the Research Project Relevant to this Agreement

6. Confidentiality: List, as possible, areas of confidentiality that must be maintained during the research process, such as legal limitations regarding disclosure of unpublished research.

7. Do you need a safety or Mitigation Plan regarding the use of hazardous materials?
(Circle one) Yes No If yes, attach to this document, or a deadline to complete.

8. Is safety training necessary?
(Circle one) Yes No If yes, list details here or attach necessary summary.

Expectations of Each Other

9. Communication and meeting plan—how frequently, by what means, and, with what level of formality? Who will have the responsibility to initiate, and how long will it take to respond? Are reminders necessary? Are you flexible? Do you need lead time?

10. Expectations regarding content and feedback (for example, how long it will take to revise or review of manuscript, expectations about deadlines)

11. What impediments might arise? Consider known scheduling conflicts (professional and personal), needed research material/conditions, and difficulties imagined based on work of others. Are contingency plans in place? How might you prepare for these eventualities?

12. What goals, beyond the completion of the thesis, are relevant to this project and to the mentoring relationship?

Skills development for the mentee (one or two realistic objectives)

Understanding of profession, such as graduate school, day-to-day tasks, or major figures

Experiences in or planning for conferences, networking, and long-term goals

13. Steps to goals in 12, above (e.g., meetings, manuscripts/grants, collaborating, steps to independence, etc.):

The Project and the Larger Intellectual Community

14. Will the project require the assistance of other experts, and/or specific networking opportunities/people?

15. How, and by when, will you determine the two additional committee members? If conducting a project outside of your major, are you in compliance with the policy?

Planning for Progress and Grading

16. Benchmarks—consider at least three per term, with dates. These may include items such as draft first act of play, complete first round of data collection, submit 10 pages of draft.

17. If 499 (or other relevant courses) are taken over two semesters, how will the grade be determined? Note if the course is taught by someone other than the mentor.

18. Discussion plan for the first meeting will focus on the topic(s) below (consider goals, skills, impediments, professional planning, in addition to the topic of research):

19. Periodic Review Dates: _____
(schedule at least two, with the first to occur within 1-2 months).

Assess the progress of the research project or planning as an opportunity to celebrate success or motivate for necessary improvement.

At the review, review each item of the agreement to affirm, revise, or terminate. Attach affirmation, dated addendum, or revision that reflects changes.

Signatures By signing below I acknowledge that I that I will conduct my participation in this mentorship in accordance with the agreement, principles, and description provided above.

(Name mentee)

(Signature mentee)

(Name mentor)

(Signature mentor)

Mentor and Mentee: Retain a Copy or Photo of Signed Document