Biomedical Informatics

Mentor/Mentee Agreement (with PhD Rubric)

Mentee: Mentor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_

Our program considers mentoring as a vital component in your training not only to help you become an independent researcher but also to prepare you to mentor future graduate students. This agreement is to help you set up mutual expectations for the year. You may choose to skip some items or add others but this can serve as a guide. It will be important at the first meeting to review the mentee’s timeline and goals for the year as that may inform this agreement. It will be helpful for both to complete this together early in the year and refer to it as needed. This form is to be used only until the PhD student has formed a Dissertation Advisory Committee (DAC).

1. Review the mentee’s timeline, Pre or Post Doctoral Student Expectations handout, Core Competencies Rubric (PhD only) and list goals for the year.

a.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_

c.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_

These are some of the areas you may cover this year that will help you achieve your goals.

|  |  |
| --- | --- |
| Dissertation Advice | Career Planning |
| Thesis Advice | Work/Life Balance |
| Capstone Advice | Need for Additional Mentors |
| Networking | Conference Abstracts |
| Cognate Courses | Manuscript Submissions |

2. Check the frequency of meetings you plan for this year. For students early in their program, meeting less often may be appropriate. As the student moves toward independent research, more frequent meetings are important.

|  |  |  |
| --- | --- | --- |
| Weekly |  Bi-monthly | Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Monthly | Quarterly | |

The person responsible for scheduling meetings is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Method for meetings (e.g. – 1:1, phone, skype, etc.): ­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTE: Faculty and students are expected to keep up-to-date calendars using Microsoft Outlook. Using the Scheduling Assistant you can view faculty availability and send appointments.

3. To make effective use of time, plan your meetings. The mentee should provide the following prior to each meeting. Agree on what will best serve the two of you.  
 Agenda for meeting  
 Narrative of each topic to be discussed (as needed)  
 Updated Resume/CV (with highlight of new additions)   
 Draft of dissertation, thesis, capstone, manuscript (chapter, proposal, etc) provided at least 2 weeks prior to meeting. Conference abstracts may be on a more compressed timeline.   
 Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Please review, discuss, and edit the expectations for this mentoring relationship.  
  
Responsibilities of Mentor:  
Provide assessment and feedback using the attached Core Competencies Rubric (PhD only) regarding accomplishments in each topic area and help plan “next steps”  
Emotional Support   
Advocacy   
Actively address any problems with mentorship relationship  
Other (please specify)   
  
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Responsibilities of Mentee:

Review attached Core Competencies Rubric (PhD only), request clarification as needed, then respond to the following:

* In which core competencies do you consider yourself to be successful?
* In which core competencies do you feel you need to improve? How can your advisor help you improve in those competencies?

Provide timeline, goals and updates

Provide drafts of products for review in a timely manner.  
Actively address any concerns with mentorship relationship (seek help with Diane Doctor or Andrea Ilg)

Other expectations (please specify)

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5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor Signature Mentee Signature:

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Date Date