***Mentor/Mentee Compact Template***

(Mentors, please edit to suit the needs of your research.)

***Introduction***

*This document is intended to provide you with some orientation regarding policies within the \_\_\_\_\_ Lab.*

***Specific Expectations of Mentees***

* ***Laboratory safety****: Mentee shall adhere to all safety policies pertaining to the laboratory and the work performed within the laboratory including the use of personal protective equipment (PPE) as required. For safety reasons, students may not work alone in the laboratory and shall ask for clarification if a procedure is not understood.*
* ***High quality science****: Mentee shall strive to perform publication-quality research.*
* ***Laboratory notebooks and records (written and electronic):*** *Mentee shall record all methods, measurements, observations, data, and results in laboratory notebooks as they are performed, collected, or completed. Please remember that the lab notebook is the property of the laboratory – not the student – and should remain in the laboratory at all times unless permission otherwise is granted.*
* ***Work ethic:*** *Mentee shall work diligently with careful attention to details. Mentee shall be self-motivated and shall complete tasks without excessive management from mentors or bench mentors. This includes showing up when scheduled and being on task while in the laboratory.*
* ***Read the literature:*** *Mentee shall read any literature suggested by the mentor and shall perform independent literature studies when needed. If you do not understand what you read, it is your responsibility to ask questions of your mentors.*
* ***Cooperate with your colleagues:*** *Mentee shall work with and alongside labmates and other colleagues in a productive and collegial fashion.*
* ***Care of laboratory equipment and property:*** *Mentee shall provide proper care for all laboratory equipment and property. Mentee shall report any shortage, accident, breakage, spill, or injury to the mentor or bench mentor immediately.*
* ***Data ownership and intellectual property:*** *Mentee shall understand that all data and intellectual property generated in the mentor’s laboratory remain the property of the mentor and the institution. Mentees shall seek written permission from all contributing authors to present data in publication manuscripts, in posters, and in oral presentations.*
* ***Lab meetings:*** *Mentee shall attend all lab meetings as requested by the mentor. Mentee shall present results and contribute to the discussion as requested by the mentor.*
* ***End-of-summer reports:*** *Mentee shall complete an end-of-summer report, according to the format specified by the mentor, in which research performed over the summer and results from the research are summarized.*
* ***Time off (away from laboratory):*** *When you schedule to be in lab but then are absent, this impacts your mentors who have made time to assist you. Mentee shall formally request time off when he or she is unable to be present. In the event of illness or other unforeseen circumstances that prevent the mentee from being present, the mentee shall notify the mentor as soon as possible.*
* ***Ethical conduct****: Mentee shall adhere to the highest level of ethical conduct in all research activities, including experimentation, documentation, data analysis, and dissemination of results.*

***Specific Expectations of Mentor (PI)***

* ***Laboratory safety:*** *Mentor shall ensure safe laboratory practices, environment, and training with respect to laboratory hazards.*
* ***Open door policy:*** *When the mentor’s office door is open, the mentee may knock and then meet with the mentor. If the mentor does not have sufficient time at the time of the visit, the mentor and mentee shall make arrangements for further discussion.*
* ***Weekly formal meetings on progress:*** *Mentor shall formally meet with mentee each week to discuss results, current activities, and future plans.*
* ***Channels of communication:*** *Mentor and mentee shall communicate in person, via email, via phone, or via text messaging, as arranged between them.*
* ***Foster an environment of inclusion and respect:*** *Mentor shall foster an environment of inclusion and respect for all lab members.*
* ***Data ownership and intellectual property:*** *Mentor shall understand that all data and intellectual property generated in the mentor’s laboratory remain the property of the mentor and the institution. If the student makes a significant contribution to the work of the laboratory, the mentor will offer coauthorship or appropriate acknowledgment of mentee’s intellectual contributions in resulting publications and/or presentations.*

***Specific Expectations of Bench Mentor (Individual who assists in mentoring at the ‘bench’)***

* ***Laboratory safety:*** *Bench mentor shall ensure safe laboratory practices and training with respect to laboratory hazards.*
* ***Open door policy:*** *When the bench mentor’s office door is open, the mentee may knock and then meet with the mentor. If the mentor does not have sufficient time at the time of the visit, the mentor and mentee shall make arrangements for further discussion.*
* ***Oversight and guidance of daily work:*** *Bench mentor shall oversee and guide daily work by mentee. If necessary, daily objectives and outcomes will be drafted and reviewed on a daily basis.*
* ***Channels of communication:*** *Bench mentor and mentee shall communicate in person, via email, via phone, or via text messaging, as arranged between them.*
* ***Foster an environment of inclusion and respect:*** *Bench mentor shall foster an environment of inclusion and respect for all lab members.*
* ***Willingness to teach new techniques:*** *Bench mentor shall introduce mentee to new laboratory techniques, including laboratory methods, data analysis, making presentations, etc. as the need for the technique arises.*

*My signature below indicates that I have received and read a copy of this document and had the opportunity to discuss it with my mentor.*

*Signature of Student Date*

*Printed Name*

*Signature of Mentor Date*

*Printed Name*

*Signature of Bench Mentor Date*

*Printed Name*