SURI Mentor-Mentee Compact[1]

This document should be used to frame a discussion between SURI interns and their research mentors about expectations for your summer collaboration. After the discussion, you will write a compact together that defines your expectations and goals for the summer.

Questions for the SURI Intern:

1. Why do you want to do research?

2. What are your career goals? How do you hope this internship will help to advance these goals?

3. What would success in this research experience look like to you?

4. SURI positions are full time, paid internships, meaning that interns are expected to work 40 hours per week. Contributing to those 40 hours are educational events that you are expected to attend. Aside from these, you and your research mentor should agree to which hours of the day you will typically be working. What is your working style like? What hours do you typically prefer to work?

5. What, if any, specific technical or communication skills do you expect to learn as part of the research experience?

6. How would you prefer to communicate your daily/weekly progress to your research mentor?

7. How do you prefer to receive feedback from your mentor? How do you prefer to give feedback about your project and your relationship with your mentor?

8. How much independence do you prefer when working on projects? How often would you like to check in with your research mentor? Would you like help in identifying other scientists you might reach out to for help?

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[1] Authored by Gwen Rudie. Based on mentoring contract from CSU Northridge designed with reference to Branchaw, Pfund, & Rediske (2010), with contributions from Alycia Weinberger and Johanna Teske.

SURI Mentor-Mentee Compact

This document should be used to frame a discussion between SURI interns and their research mentor about expectations for your summer collaboration. After the discussion, you will write a compact together and sign it, defining your expectations and goals for the summer.

Questions for the SURI Research Mentor:

1. Why do you want to mentor an intern?

2. What are your goals for this collaboration?

3. What would success in this research experience look like to you?

4. SURI positions are full time, paid internships, meaning that interns are expected to work 40 hours per week. Contributing to those 40 hours are educational events that interns are expected to attend. Aside from these programs, are there particular hours that students collaborating with you should be available? When are you typically working and could be contacted by the student you are collaborating with?

5. What, if any, specific technical or communication skills do you expect students collaborating with you to learn?

6. How would you prefer students collaborating with you to communicate their daily/weekly progress?

7. How do you prefer to give feedback to students with whom you are collaborating? How do you prefer to receive feedback about this relationship to your mentee?

8. How often do you want to check in with students collaborating with you? How long should a student work independently on a problem, before seeking help from you?

SURI Mentor-Mentee Compact

Mentee (print) _____   Mentor (print) _____

This document defines the mutual expectations and goals for SURI interns and their research mentors regarding their summer collaboration.

1. Shared Goals:
   a. Learning Goals: (e.g., new skills, explore career opportunities, obtain knowledge of organizational culture, networking, leadership skill development, etc.)

   b. Project Specific Research Goals:

2. Plans for achieving Goals: (e.g., meeting regularly, identifying additional mentors, discussing progress often, etc.)

3. Meeting Frequency: (Plan to meet weekly, biweekly, etc.)

4. Working Style: SURI positions are full time, paid internships, meaning that interns are expected to work 40 hours per week. Contributing to those 40 hours are educational events that interns are expected to attend. Aside from these programs, the mentee and mentor have agreed to the following work schedule/style:

5. Our primary means of communication will be through (circle):
   face-to-face meetings/Zoom meetings/email/Slack/_____

6. If conflict arises, our plan will be:

7. Our plan for evaluating mentoring relationship effectiveness (e.g., talk again at 3 weeks, 7 weeks, and the end of the program. Discuss goals, progress, and outcomes, additional support needed, etc.):

Expectations for SURI Intern:

1. Students will be provided with access to resources—equipment, computer and network passwords , proprietary data, etc. -- to enable their research. Students are expected to keep these confidential and/or return items at the end of their internships.
2. Students will be expected to work independently on their research projects. Students should recognize that the independent projects are not guaranteed to produce research results that can be published in the scientific literature.
3. Students will be expected to follow all applicable safety procedures, and should not work in any lab or with any equipment on which they have not received safety training.
4. Students will treat everyone working in the department, including non-scientific staff, with respect and kindness. Any issues following this policy should be discussed with the mentor or appropriate contact person (e.g., Johanna).
5. Students should feel free to consult their mentors whenever they have questions, but they should be respectful of their mentors' other time commitments.
6. Students will keep track of their work progress during the internship, and will make all of the work from their research available to the mentor before the end of their internships.
7. Students are invited to participate in all departmental scholarly and social activities. Students under the age of 21 agree not to consume alcoholic beverages that may be present at these events.
8. Students will follow all relevant Carnegie and departmental policies and practices, which may be found:
   https://mycarnegie.carnegiescience.edu/policy/institutional-policies
   https://mycarnegie.carnegiescience.edu/epl/epl-harassment-reporting-policy
   https://mycarnegie.carnegiescience.edu/epl/safety

Expectations for SURI Research Mentor:

1. Mentors will support students in developing, performing, and completing independent research projects.

2. Mentors will establish mutually agreeable meeting times with students so that substantial progress on research projects can be made. Mentors will make themselves available to answer questions and provide guidance.
3. Mentors will provide feedback to students on their progress via a mechanism agreed upon by the students and mentors. (*list here*)

4. If mentors are not able to answer questions or address any issues that arise during the internship, mentors will help the student find alternative resources/support.

Relationship termination clause: At the end of the SURI program, neither the mentor nor mentee are obligated to continue forward in this collaboration. In the event that either party finds this mentoring relationship unproductive and requests that it be ended, we agree to honor that individual's decision without question or blame.

By signing below, we agree to these goals, expectations, and working parameters for SURI.

Mentee's signature _____ Date _____

Mentor's signature _____ Date _____