Graduate student-mentor memorandum of understanding

This memorandum of understanding is designed to clarify expectations in the mentoring relationship and to improve efficiency and productivity. This memorandum is written with the understanding that both parties play a role in a successful relationship.

The graduate student (GS) agrees to the following:
1. To respect the mentor’s time.
2. To provide the mentor with any materials the GS would like the mentor to read at least 2 days in advance of the meeting.
3. To come to meetings with an agenda.
4. To type up notes summarizing each meeting, which will include any action items for both the GS and the mentor, and will provide them to the mentor within one day of the meeting.
5. To consistently adhere to the following file naming convention: 
   Brief description_GS lastname_date. For example: HADS simulation results_Bell_2015.02.15.doc, or to come up with a meaningful convention, agreed upon by mentor and GS.
6. To read papers suggested by the mentor.
7. To present their work at a conference or symposium, if possible.
8. To, if possible, submit a manuscript based on the work. For a doctoral student this is required.
9. To discuss co-authorship on any joint work.

The mentor agrees to the following:
1. To respect the GS’s time.
2. To establish a meeting schedule with the GS.
3. To give timely feedback on written work (no more than 2 weeks after submission to mentor, unless circumstances make this difficult or impossible).
4. To discuss co-authorship on any joint work.
5. To consider the GS’s goals and aspirations and to do her best at steering the GS to success.

No-fault termination
We are committed to open and honest communication in our relationship. We will discuss and attempt to resolve conflicts as they arise. If, however one of us needs to terminate the relationship for any reason, we agree to abide by one another’s decision.

____________________________________  _________________
Mentee’s Signature                         Date

____________________________________  _________________
Mentor’s Signature                         Date