# Graduate Student Mentorship Agreement

**Student name**

Degree plan (PhD/MS)

Email

**Mentor name**

Title

Email

**Educational Objectives**

* Brief description of educational goals

**Student Responsibilities and Expectations**

* Required trainings
* Skills to be developed
* Time/effort commitment (hours per week, productivity, etc.)
* How vacation is to be requested. How much vacation time is appropriate. (Note, this is in addition to official University holidays or other closures.)
* How work expectations change when working on a Teaching Assistantship vs. Research Assistantship

**Mentor Responsibilities and Expectations**

* Mentor time commitment
* Mentor’s role in research project (project funding support, training, scientific direction, etc.)
* Mentor’s role in training outcomes for student (manuscript turnaround, conference support, building a professional network, etc.)

**Communication plan**

* Meeting type (in person, virtual, or a mix), frequency and duration
* Preferred form of written communications (text, e-mail, social messaging, etc.)
* Expected response time
* How disagreements or complaints will be settled
* How research products will be disseminated and how authorship will be credited

**We jointly agree to the terms of this agreement.**

Student signature, date

Mentor signature, date