

Ball State University Mentorship Agreement

Instructions: Please fill out the following information describing the roles, responsibilities, and goals of the mentor-mentee relationship for the research project. This contract will be referred to in the case of mentorship disagreement/dispute.

Purpose: Mentorship is a vital component of academic projects and pursuits. The relationship allows for healthy collaboration of a professional and a novice learner, assistance in the development of future professionals, and provision of instruction on conducting projects responsibly and ethically. For specific rules and recommendations regarding mentorship, please refer to the U.S. Department of Health & Human Services Office of Research Integrity's policy on mentoring.

Accountability: Both mentor and mentee of the project are responsible for the goals and expectations outline in this agreement and the entirety of the mentor-mentee relationship while adhering to university policy as outlined by the Responsible Conduct of Research committee.

Overview:

Project name: _____

Type of project: _____

Mentor: _____ Title: _____ Department: _____

Mentee: _____ Year: _____ Major: _____

Mentee Agreement

Expectations and Responsibilities:

- I understand that I must identify the focus for my research
- I agree to take initiative in my project
- I understand that this is my project and that work involved in the project is my responsibility and not the responsibility of my mentor
- I agree to show increased independence throughout the duration of the project
- I commit to the development of a timeline to achieve educational and research goals
- I agree to dedicate myself to academic honesty and respect of all ethical standards
- I commit to the responsibility of knowing university policies, deadlines, and requirements for my project
- I commit to the practice of self-reflection
- I commit to making the time to meet with my mentor on a regular basis throughout the research and mentoring process
- I agree to be respectful of my mentor's time
- I agree to communicate agenda and goals with my mentor prior to our meetings
- I agree to keep the content of our conversations confidential
- I agree to practice active listening

- I agree to provide my mentor with honest, direct, and respectful feedback
- I understand that the feedback I receive from my mentor is to be honest, direct, respectful, and a resource for professional development
- Other: _____

Signature:

Mentee: _____

Date: _____

Mentor Agreement

Expectations and Responsibilities:

- I commit to the facilitation of training and professional development of my mentee
- I agree to encourage a progressive level of independence and responsibility of the mentee in research and scholarly pursuits
- I commit to the provision of sufficient opportunities and resources to the mentee
- I commit to the provision of adequate guidance to the mentee
- I agree to serve as an advocate for my mentee
- I commit the encouragement and motivation of my mentee to move beyond their comfort zones
- I agree to support and facilitate professional networking
- I commit to making the time to meet on a regular basis throughout the research and mentoring process
- I agree to keep the content of our conversations confidential
- I agree to practice active listening
- I agree to provide my mentee with honest, direct, and respectful feedback
- I understand that feedback given to me by mentee is to be honest, direct, respectful, and a resource for professional development
- I agree to give appropriate credit to the mentee in any publications resulting from the project
- I commit to avoiding conflicts of interest in my role as a mentor
- Other: _____

Signature:

Mentor: _____

Date: _____

Items of Discussion:

Meetings (frequency, duration, etc.): _____

Work hours: _____ Mentor _____ Mentee

Will the work be presented? Yes No

Who has presentation rights? _____

Will the work be published? Yes No

Who has publishing rights? _____

Who owns the data collected from the project? _____

Signatures:

Mentor: _____

Date: _____

Mentee: _____

Date: _____