**Expectations and Objectives**Please be as detailed as possible and add as much space as needed.   
  
Save this completed document as “StudentLastName\_MentorLastName\_Year

Example: Photenhauer\_Koropatkin\_2021.docx

Please keep a copy of this document for your files and send a completed electronic copy to Heidi Thompson (heiditho@med.umich.edu) by October of each year.

This document should be updated at least yearly between mentor and mentee.

1. **Regular one-to-one meetings.** PI & student will meet: *(e.g. every week- specify day, 1st & 3rd Tuesday of the month, as needed but at least monthly, drop by, is a basic outline or specific agenda required? ….)*
2. **Preferred method of communication (**email, cell, text, etc.) and hours when appropriate to contact each other.
3. **Upcoming Academic Milestones** (identify the milestones you expect to achieve in thenext academic year and be sure you are both in agreement on them).
4. **Mentor’s expectation of the student** (communication, how much time should be spent in the lab, technical skills that need to be mastered, participation in lab maintenance, lab protocols, lab interactions, attendance of seminars, literature reading, data/record keeping…)
5. **Student’s expectation of the PI** (communication, collaboration/networking, motivation, support, presentations, anticipated time to graduation, time, development…)
6. **Miscellaneous**- student & mentor working relationship (lab vacation policy, conference travel expectations, recruiting/department event participation, dual degree or additional certificates expectations…)
7. **Annual Mentor feedback from student** (how are meeting working- do you feel you have enough time with mentor, identify something that is working well and something you would like to improve…)
8. **Annual Student feedback from mentor** (progress toward dissertation, knowledge-literature reading, strength/weaknesses)
9. **Academic Milestones** (what is expected & self-report for recognition)
10. **Defense** for senior student (anticipated timeline, drafts, editing…)

Student Date Mentor Date