**Agreement between Immunology Student and Mentor: Expectations and Objectives**

This document represents an agreement reached between the graduate student and the faculty mentor/advisor regarding the structure of the working relationship during the student’s working relationship with the professor. It should be developed collaboratively between the two parties. Faculty mentors and their student trainees are expected to meet one-on-one on an annual basis (at a dinner meeting) to complete or annually update this document. Not all sections of this document apply to all students.

1. **Regular one-on-one meetings.** We plan to meet: *(e.g. weekly on Wednesday, 1st and 3rd Thursday of the month, as needed but at least monthly, Is an agenda required?, etc.)*
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)

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**4. Student’s role on project:** (describe his/her *primary area(s) of responsibility)*

1. **Mentor’s expectation of the student** (time in lab, engagement in the literature, fellowship application submissions, technical skills to be mastered, mentoring of other personnel, attendance at other seminar series, etc) For precandidate students please discuss expectations of how student should divide time between classes/lab/preliminary exams…can student take time off during prelims or not, etc)
2. **Data Notebooks:** (how should the student record and store data generated in the laboratory...is a table of contents needed? Electronic or paper copies?)
3. **Support students will need from the mentor** (is frequency of mentor meetings appropriate, areas for skill development, help towards networking, requirements for attending a national meeting (must present abstract?), is the project delineated for the student only, or is there competition among lab members for this project, fellowship application expectations, other)
4. **Tentative topics for papers on which Student will be an author:** *(list topics and likely order of student’s authorship, e.g., first, second, etc.; time frame for submission/revision)*
5. **Other areas:** *(list here any other areas of understanding between the Student and mentor regarding working relationship during the Student’s tenure. This might include unusual arrangements regarding use of computer equipment, space, or other resources; are they allowed to share reagents/protocols with other labs with/without asking, please discuss vacation policies, can students participate in Immunology recruiting events with your blessing, etc).*
6. **Professional meeting(s) that the student will attend with dates and networking opportunities for the student:**
7. **Mentor’s feedback to the student** (progress towards dissertation, progress to independence, time in the lab, presentation skills, writing skills, knowledge of the literature, progress towards career goals; include strengths and weaknesses) **PLEASE REVISIT THIS SECTION AT LEAST YEARLY**
8. **Student’s annual feedback to the mentor** (frequency of meetings and feedback, identify one area that is working well, identify one area you would like to improve) **PLEASE REVISIT THIS SECTION AT LEAST YEARLY**
9. **Graduation planning**: For senior students, discuss anticipated timeline, when drafts are due, timeline for editing, who will write letters of recommendation, etc)

Student Date Mentor Date