Mentoring Contract

Mentee:

Mentor: Maura McLaughlin

Best ways to communicate:

* Regular: Zoom, email, Slack
* Synchronous: phone calls with caveats below
* Emergency: text or phone call
* Work hours (hours that non-emergency phone calls are allowed)
	+ Student: Work days (M-F) between 9 am-5 pm. I will answer work calls if I’m available; voicemails/texts are fine.
	+ Maura: Work days (M-F except holidays) 9 am - 5 pm. Phone calls during those hours are fine, prefer texts outside those hours, do not check voicemail regularly.

This contract outlines our work together on our research project. While this Contract is intended to help us work in a mutually beneficial relationship, we acknowledge that there is an inherent power imbalance in Mentor-Mentee relationships. The Mentor agrees not to abuse this imbalance in any way while maintaining the professional relationship expected by WVU.

1. Shared Goals (What do you hope to achieve as a result of this relationship?)

Mentee goals
 i. Publish a paper on NANOGrav polarization.

 ii. Publish a paper on polarization calibration impact on NANOGrav timing.

 iii. Complete thesis by December 2022.

 iv. Continue writing for AstroBites.

1. Steps to achieving those goals (meeting regularly, weekly progress reports and discussions, etc.)
	1. Attend weekly meetings with Maura
	2. Attend weekly NANOGrav timing, noise budget, and EPO telecons
	3. Present weekly progress reports at NANOGrav timing and EPO telecons
	4. Attend monthly NANOGrav general telecons
	5. Attend weekly group meetings
	6. Present a progress report every third week at group meeting
	7. Email Maura or others (or Slack message) whenever advice is required. May phone or text if email goes > 24 hrs without response.
2. The Mentee will work at least 40 hours per week on this project. The week-to-week effort will fluctuate to meet deadlines.
3. Specific project objectives:
	1. Submit revised polarization paper (November 2021)
	2. Perform analyses on binary pulsar J1757-1854
	3. Write and submit timing/calibration paper by May 2022
		1. Tasks to finish paper:
			1. [Due December 1st] Get pipeline working on NANOGrav data
			2. [Due December 12th] Run pipeline on calibrated/uncalibrated data and compare results
			3. [Due December 20th] Complete full comparison for one pulsar
			4. [Due January 20th] Complete comparison for all pulsars
			5. [Due February 5th] Begin writing paper
		2. Revise and resubmit timing/calibration paper within 1 month of receiving referee reports
	4. Complete thesis introduction by July 2022.
	5. Complete thesis by October 2022.
4. We will plan to regularly discuss this mentoring Agreement and Contract at least once per semester. If one party feels changes are necessary, we will make changes upon mutual agreement.
5. The standard procedures for this research project will be described below or in an attached document. If part of the research is developing these procedures, regular communication from the Mentor about the effectiveness of the procedures and possible alternative approaches will be expected.
	1. Reading papers about the topic and keeping a list of papers read, with notes where appropriate
	2. Running the calibration and timing pipelines, with clear documentation of any issues or problems.
	3. Writing paper on overleaf and ensuring paper is always accessible for comments.
	4. Writing thesis on overleaf and ensuring thesis is always available for comments.
6. In cases of conflict, our plan will be as described below. In particular, the Mentor may go to the following people for advice and guidance if they are uncomfortable or unable to make progress through the conflict:
	1. Go to Maura as appropriate
	2. Speak to others in the research group
	3. Speak to other members of thesis committee
	4. Speak to the Department Chair (Pisano)
	5. Speak to the Associate Provost for Graduate Academic Affairs (Thomas)

1. The Mentor agrees not to abuse their station as Mentor in any way. (Mentor will not sexually harass, bully, discriminate against, mock, make offensive comments or jokes to, make unreasonable demands of, disclose private information of, or otherwise harass or belittle the Mentee.) The Mentee is encouraged to report to WVU’s Title IX office at (304) 293-5600 if they feel mistreated by their Mentor.

**Relationship Termination Clause:**
In the event that either party finds the mentoring relationship unproductive for any reason and requests that it be terminated, we agree to honor that individual’s decision without question or blame. If either party wishes to terminate the relationship, this must be done in writing for documentation purposes.

By signing this contract, we agree to these goals and expectations for working together on this research project.

Mentee’s Signature Date 11/19/2021

Mentor’s Signature  Date 11/19/2021