



Mentee's reflections

Dear student and faculty research mentor,

Welcome to the Research Apprenticeship Program!

Before you start this journey together we ask that you complete this Mentor-Mentee Agreement, designed to facilitate the research experience for both parties. Please note:

PART I - completed by the student only. Student should reflect on their reserach goals and plans. Submit this part before moving on to PART II.

PART II - Student and Mentor complete together. The student must request a meeting time with the mentor (and any responsible secondary mentor[s]) to discuss the details included in PART II. The completed agreement is expected to be employed for the **two semesters** of the RAP experience.

PART I

Student: Before meeting with your research faculty mentor to discuss this Mentor-Mentee Agreement, please consider and answer the following questions concerning your expectations for this research experience.

Student (mentee) full name:

Student (mentee) email address:

Mentor full name:

Mentor email address:

#{e://Field/MentorEmail}

Why do you want to do research?

What are your career goals?

What specific technical or communication skills do you hope to learn as part of the research experience?

What would success in this research experience look like to you?

Why do you believe your faculty research mentor wants/is willing to supervise an undergraduate researcher?

What do you believe are your mentor's goals for you?

How can this research experience and the mentor-mentee relationship help each of you achieve those goals?

Ideally, how long do you expect to pursue research within your research mentor's group?

Who are the members of your research group? (i.e. who else is working on the project? Are there other undergraduate or graduate students, lab technicians, etc.? Is it just the student and faculty mentor? Your answer will define our meaning in the following questions when we reference your research group).

To whom do you expect to ask if you have questions about your research project? Do you anticipate that your faculty mentor will expect you to come solely (or first) to them, or should you feel free to ask others in the research group (if applicable)?

If you have previous research experience, what skills do you bring to your new research group?

How do you plan to balance research and classes during busy coursework times such as exam weeks?

Student Submission Block

Dear \${e://Field/MenteeFirstName} \${e://Field/MenteeLastName},
You have completed the Part I of the Mentor Mentee Agreement. If you wish to go back to check or change your responses, click in the “Back button”. If you have finished, click in the “Submit button”. After submitting, you will no longer be able to return and your mentor will receive your responses. After submitting, the next step is for you to reach out to your mentor and schedule a meeting (in-person or virtual) to fill out Part II together. After doing so, you and your mentor will sign and submit the whole document to the RAP administrators. Contact RAP@mail.wvu.edu if you have any questions.

Mentor-Mentee meeting

PART II

To be completed together by mentor and mentee during a scheduled meeting. Please plan at least 30 minutes to complete all five sections together. After completing the sections, mentor, mentee, and (if applicable), secondary mentor will be asked to digitally sign this form and submit it.

1. Identification of the Research Team

Will this student be working closely with a secondary mentor (trusted collaborator, post-doc, graduate student, technician, experienced undergraduate student)? If so, please indicate the name and contact information for that secondary mentor in the questions below.

Secondary Mentor's name:

Secondary Mentor's email:

Secondary Mentor's phone number:

In which of the Schools/Colleges below will the research activities be carried out?

- College of Creative Arts
- Benjamin M. Statler College of Engineering and Mineral Resources
- College of Applied Human Sciences
- Davis College of Agriculture, Natural Resources and Design
- Eberly College of Arts and Sciences
- Health Sciences Center
- Other:

2. Research Activities

Major goals for the **First semester** of the Mentee's RAP experience:

Major goals for the **Second semester** of the Mentee's RAP experience:

Schedule: The mentee will contribute a **minimum of 4** hours/week on the research project during the academic year. These hours can

include discipline specific training, literary research, individual/group research meetings, and all other activities the faculty mentor determines will support the student's immersive research experience. The mentee must remain committed to this weekly time requirement for the entirety of the semester (excluding University breaks and days when the University is closed). Please be aware that all class assignments, as scheduled in the course syllabus, are not to be included in these hours.

- The mentee will propose their weekly schedule to the mentor by which week of the semester?

- If the mentee must deviate from this schedule (e.g. to study for an upcoming exam) then they must communicate this to the mentor ahead of time. Specify how far in advance this will be communicated (weeks/day/hours).

- If the mentor must deviate from this schedule then they will communicate this to the mentee as soon as possible before an absence. The mentor will include the identity and contact information for a delegated substitute party.

When learning new research skills, techniques, and procedures, the mentor (or secondary mentor) will train the mentee using the following procedure(s) (e.g. written directions, hands-on demonstration, verbally direct as mentee does procedure, etc):

The proper procedure for documenting research data (results/literature analysis/information) in the faculty mentor's research group is:

If the mentee gets stuck while researching a project (e.g., has questions or needs help with a literature analysis, library resource, technique, or data analysis) the procedure to follow will be:

The standard operating procedures for pursuing research in the mentor's research group, which all group members must follow and the mentee agrees to follow, include (e.g. attend weekly group meetings, reorder supplies when using the last of something, wash own tools etc.):

Is there any discipline specific training that the mentee will need to complete before their participation in research (e.g. hazardous waste, IRB, CITI etc.)? Please note: While RAP will seek to supply training to mentee via eCampus, the mentor is ultimately responsible for full compliance.

3. Communication and Meetings

On a regular basis, the mentor-mentee's primary means of communication will be through:

- Face-to-face
- Phone
- E-mail
- Instant messaging
- Other, specify:

The mentor and mentee should meet one-on-one to discuss progress on the project and to reaffirm or revise goals.

- How often will these meetings take place?
- Who will be responsible for scheduling these meetings, the mentor or the mentee?
- In preparation for these meetings, the mentee will:
- In preparation for these meetings, the mentor will:
- At these meetings, how the mentor will provide feedback on the mentee's performance and specific suggestions for how to improve or progress to the next level of responsibility? (e.g. written evaluation, verbal evaluation, other):

4. Biweekly reports and student's compensation

On a biweekly basis, the mentee will submit research hours through an online portal provided by RAP. The mentee's submission (due biweekly by 11:59 pm on Fridays) of their working research hours will trigger an automatic report to the mentee and mentor/secondary mentor (if applicable). The mentor/secondary mentor (if applicable) is required to review the reported hours and **CONTACT** the RAP program if they either **DO NOT AGREE** with what was reported or have concerns about the student. If the mentor **AGREES** with the report, **NO ACTION IS NEEDED**. Please indicate the email address the student should input for the biweekly reporting process.

Reportable hours: Mentee can report hours for all activities specifically related to their research scope (coding data, reading related literature, subject recruitment/surveying, discipline specific training, setting up experiments, individual/group meetings etc.). This will include those activities specifically approved or mandated by the faculty mentor. Class assignments (i.e. those assigned in class or as defined by the syllabus: mentor biography, poster preparation, abstract, personal statement etc.), cannot be accumulated as research time during biweekly reporting. If the mentee or mentor has a question about the accounting of specific hours, please contact RAP@mail.wvu.edu before the end of the biweekly reporting period. If the mentor has concerns about reported hours, they must report this to RAP. Depending on the severity of the concern, RAP may need to respond through the academic conduct channels. Please indicate your understanding of the biweekly reporting process and reportable hours by including mentor and mentee's initials below:

- Mentee's initials

- Faculty Mentor's initials

RAP seeks to foster a rich immersive experience for the student mentee while supporting the research interests of the faculty mentor. If, during the course of the experience a mentee is not meeting research expectations or any other concerns arise, the faculty mentor is strongly encouraged to contact the RAP Program Director at RAP@mail.wvu.edu with the status of the mentee's participation.

- Mentee's initials
- Faculty Mentor's initials

The following questions are required of all students participating in RAP regardless of their work study/course credit participation. This is required because a student's status may change over the course of the student's participation:

I am currently participating in RAP for:

- Course credit
- Federal Work Study (FWS)
- Other than FWS funding, specify:

Federal Work-Study Participation: Mentees are responsible for the tracking and accounting of their federal work-study award. Mentees are encouraged to log into their STAR account and/or call the Mountaineer Hub to obtain financial status information. The RAP program does not have funds to support the mentee if the award is exhausted. In any event, the mentee must remain committed to completing the semester-long research project and engaging in the minimum required commitment as defined in this document.

Please indicate that you are aware of these expectations by including mentor and mentee's initials below:

Mentee's initials

Faculty Mentor's initials

Federal Work-Study Participation: If the mentee is participating in research using a federal work-study award, they are being paid by federal funds and particular rules apply.

1. Total hours per week cannot exceed 28 hours, except during academic breaks (Thanksgiving, Winter Break).
2. If a shift is longer than 6 hours, at least a 30-minute unpaid break must occur that cannot be at the beginning or end of the shift. In addition, two 15-minute paid breaks must occur.
3. Student may not report hours fraudulently, which includes

misrepresenting hours worked.

If RAP becomes aware that a student is reporting hours fraudulently, the student may be terminated from the FWS program. If a faculty mentor or a secondary mentor becomes concerned about the mentee's reported hours, please communicate concerns immediately to the RAP Program Director at RAP@mail.wvu.edu.

Please indicate that you are aware of these consequences by including mentor and mentee's initials below:

- Mentee's initials
- Faculty Mentor's initials

5. Introduction to Research - HONR 297 course

Mentor and mentee are aware that the mentee is required to enroll and regularly attend an Introduction to Research Course-Honors 297 once a week for 50 mins. The mentee will need the guidance/feedback from the mentor for some course assignments (i.e. mentor interview, research abstract, poster development, 3 min pitch of research).

Please indicate your understanding of this by including mentor and mentee's initials below:

- Mentee's initials
- Faculty Mentor's initials

Signature

I agree that this Agreement and its terms are considered rules under the Campus Student Conduct Code and therefore failure to adhere to its terms is a violation of the Code and I understand that failure to follow the provisions of this Agreement will subject me to discipline and sanctions enumerated in the Code and any further sanctions promulgated by the Honors College and my major's College at West Virginia University. By signing below, we agree to these goals, expectations, and research parameters for the entirety of the RAP experience.

Mentee's signature:

SIGN HERE

×

clear

Faculty Mentor's signature:

×

SIGN HERE

clear

If applicable:

Secondary mentor's signature:

×

SIGN HERE

clear

Additional information: Please note that if the mentee is an HSC user needing access to the EPIC system, it can take a few weeks to acquire this access. We encourage the mentor to ask their home

department administrator for an HSC username and submit a role-based request for EPIC on behalf of the mentee as soon as possible.

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