



Initial Mentoring Agreement

Mayo Clinic College of Medicine (MCCM)

Expectations for the Mentoring Relationship

Objectives: Productive, mutually satisfactory mentoring relationships require that the respective expectations for the scholar and mentor be articulated clearly. It is recommended that the scholar and primary mentor discuss, and agree to, the expectations for the mentoring relationship listed below early in the development of their relationship. These expectations augment (but do not replace) a scholar’s career development plan and the primary mentor’s letter of support included in the application for the CCaTS education program (e.g. Certificate, Master’s, Ph.D., KL2).

Instructions: The scholar and the primary mentor should review the expectations listed in this document and discuss these expectations in the context of their relationship. A signed copy of this document, signifying agreement, should accompany the scholar’s application.

Expectations for the Scholar

Print Name

Research

- I will take primary responsibility for the design, conduct, analysis, and reporting of my research.
- I will pursue support for my research as needed, including submission of grant applications.
- I will comply with institutional, state and regulatory guidelines related to my research.
- I will conduct my research ethically and with attention to social concerns.
- I will conduct my work diligently, adhere to agreed upon timelines, and maintain appropriate records.
- I will meet regularly with my mentor and other members of my research team (including other mentors and co-investigators), and my Thesis Advisory Committee (if applicable), and provide them with timely updates regarding my work, accept their critical appraisals of my work, and follow-up on their recommendations and suggestions.
- I will write and defend my thesis (as applicable) and write manuscripts describing my research results in a timely and satisfactory manner.
- I will recognize the contributions of my mentor and the other members of my research team in presentations and manuscripts resulting from my research.

Education/ Training

- I will take primary responsibility for identifying and completing the coursework and training activities necessary for my degree or certificate (as applicable), and my future academic and research career.

Expectations for the Primary Mentor

Print Name

Research

- I will take primary responsibility for supervising the scholar in the design, conduct, analysis, and reporting of his/her research.
- I will assist the scholar in pursuit of support for his/her research, ensure his/her allotted time for research is protected, and advise him/her during grant application preparation.
- I will assist the scholar to comply with institutional, state and regulatory guidelines related to his/her research.
- I will assist the scholar to identify and address ethical and social concerns related to his/her research.
- I will provide feedback and expected inputs in accordance with agreed upon timelines.
- I will meet with the scholar regularly, help him/her coordinate input from other members of his/her research team (including other mentors and co-investigators), and provide timely critical appraisal of his/her work and appropriate recommendations and suggestions.
- I will ensure that the scholar is recognized for his/her work, presents his/her work at meetings, and serves as first author on primary manuscripts resulting from his/her research.
- I will provide constructive critique of the scholar’s thesis (if applicable) and manuscripts describing his/her research results.

Note: Primary mentor should initial the following (if applicable):

- _____ I will chair meetings of the Thesis Advisory Committee, including the meeting during which the scholar will defend his/her thesis.

Education/ Training

- I will assist the scholar to identify appropriate coursework and training opportunities necessary to complete his/her degree or certificate (as applicable), and for his/her future academic and research career.

Expectations for the Scholar

(Continued)

Academic Skills

- I will take primary responsibility for developing my academic skills with respect to critical thinking, writing grants and manuscripts, oral presentation, leadership, teaching, and mentoring.

Career Development

- I will take primary responsibility for advancing my career with respect to working toward independence, obtaining a faculty position, being promoted academically, being named to positions on key committees or groups, and networking with other researchers inside and outside Mayo Clinic.

Personal Conduct

- I will practice mutual respect, adhere to moral, ethical and professional standards, and seek ways to optimize my interpersonal interactions with my mentor and other members of my research team.

Progress/Evaluation

- I will complete progress reports and update the Program Director and the appropriate committee (Postdoctoral or Predoctoral) on my progress, as requested.
- I will complete my annual evaluations as requested by the program in a timely fashion.
- I will submit annual summaries of my accomplishments (e.g., publications, grants, academic appointments, etc.) or as requested by program.

Signature

Date (Month DD, YYYY)

Expectations for the Primary Mentor

(Continued)

Academic Skills

- I will assist the scholar in developing his/her academic skills with respect to critical thinking, writing grants and manuscripts, oral presentation, leadership, teaching, and mentoring.

Career Development

- I will assist the scholar in advancing his/her career with respect to working toward independence, obtaining a faculty position, being promoted academically, being named to positions on key committees or groups, and networking with other researchers inside and outside Mayo Clinic.

Personal Conduct

- I will practice mutual respect, adhere to moral, ethical and professional standards, and seek ways to optimize my interpersonal interactions with the scholar and his/her research team.

Progress/Evaluation

- I will participate in the scholar's progress reports and updates for the Program Director and the appropriate CCaTS committee on his/her progress, as requested.
- I will complete my annual evaluations as requested by the program in a timely fashion.

Signature

Date (Month DD, YYYY)