



### **Student-Mentor Agreement**

Participation in the Woodrow Wilson Fellowship Program relies heavily on a mentoring relationship between the fellow and one or more members of the faculty who share a research interest. Both the mentor and student will have expectations of each other, and it is important to establish a shared understanding of those expectations.

This document lays out some common commitments that we expect faculty mentors and Woodrow Wilson fellows to make to each other. It is a fluid document; that is, we expect some changes as students progress through the program. We ask fellows and mentors to review this document together at least once a year to assure you are working together effectively.

#### **Student Commitments**

- I recognize that it is my responsibility to identify a focus for my research.
- I will develop a timeline for my research project, and will review it with my mentor at least annually.
- I will create a detailed project budget together with my mentor and URSCA staff, and will adhere to that budget and update it as needed throughout the duration of my project.
- I will respond promptly to email and requests from my mentor (within 48 hours).
- I will meet at agreed times or provide advanced notice for meeting time changes.
- I will work with my mentor to disseminate my research in at least one academic conference (which may be an undergraduate conference) so that I have experience sharing my knowledge outside of the JHU campus.
- I will work with my mentor to write a 10- to 15-page literature review for my project, based on reading at least 25 articles and other resources.
- I will write up my final 20- to 25-page Woodrow Wilson paper and submit it to my mentor for comments and revisions. This will be due in the spring of my senior year (or the semester in which I graduate).
- I will be honest and respect all ethical standards when I conduct my research and engage in scholarly activity. This includes compliance with all institutional and federal regulations for human subjects research as well as responsibility for copyright, permissions, and plagiarism.
- I am responsible for completing all necessary levels of IRB training, from Hopkins to international IRB approval. I understand that research conducted without proper approval may result in a charge back of costs, as the university will not fund unethical and unapproved research.
- I also understand that the lab or study I am a part of may have privacy concerns or conflicts with the presentation of certain information. In that case, I will work with my mentor to present a

methodology, comparative analysis, or other component that will not risk the greater project of which I may be a part.

- I will seek regular feedback on my performance, including any challenges that I am facing, through open and timely discussions with my mentor.
- I will be responsive to advice and constructive criticism. I acknowledge that the feedback I get is intended to improve my research.
- I will be knowledgeable of program policies, deadlines, and requirements.

### **Mentor Commitments**

- I acknowledge that it is my responsibility to help facilitate the research and professional development of the student. This will include supporting the student in updating their project proposal (many change from the original application) and compiling resources for a literature review (due in the first year).
- I will work with the student to develop a suitable plan and budget to allow for the completion of a multi-year research project.
- Given that a Wilson Fellow should engage in a significantly higher level of investigation than the average undergraduate, it is expected that the student dedicate multiple summers full-time to the project; the timeline and goals will reflect this objective.
- The budget should be sensitive to students who would otherwise be financially unable to dedicate a summer to research and living expenses on campus or at the research site and must therefore prioritize those living expenses. A comprehensive budget should also show how any accompanying stipends (from the P.I.'s lab, for example) may offset student costs.
- I will meet regularly with the student (at least once a month) to discuss their progress toward research goals. I will discuss with the student the best mode for these meetings if, for example, over the summer we might only touch base via Zoom.
- If I oversee direct purchases through the student's I/O, I will ensure the receipts are turned in within the 30- day cycle to which the student is held.
- I/O charges will be used only for costs tied to the student's project> I understand that no general lab equipment purchases are allowable (such as a microscope or laptop).
- I will ensure that lab expenditures do not exceed 35% of the student's total award budget.
- I will guide the student on etiquette and standards for professional research presentations, so that the student is able to present their research in at least one professional conference.
- I will review and critique the student's final paper.
- I will encourage the student to professionally disseminate their research findings, and review and critique any articles intended for publication.
- I will maintain a relationship with the student that is based on trust and mutual respect. I acknowledge that open communication and periodic formal performance reviews will help ensure that the expectations of both parties are met.
- I will encourage a progressive level of independence and increased responsibility as the student progresses, to facilitate the student's transition to an independent researcher.
- I will promote all ethical standards for conducting research and engaging in scholarly activity. This includes compliance with all institutional and federal regulations for human subjects

research as well as responsibility for copyright, permissions, plagiarism, etc. I will clearly define expectations for conduct of research and make myself available to discuss ethical concerns as they arise. This includes ensuring that the student is submitting original work when completing progress reports and their Wilson paper and checking for smaller things like the student giving due credit when using the broader lab's images on a poster presentation.

- I will commit to being a supportive colleague as the student transitions to the next stage in their career and, to the extent possible, throughout their professional life. I recognize that the role of a mentor continues after formal training ends. This often entails being a letter writer for the student at some point, as most Wilson fellows go on to graduate or professional school at some point.
- If any conflict or difficulty arises in the student/mentor relationship, I will promptly discuss it with the Director of Undergraduate Research so that an appropriate intervention can be made. Dr. Jennifer Wester can be contacted at [jwester@jhu.edu](mailto:jwester@jhu.edu).

**Additional Commitments**

The Woodrow Wilson Fellowship Program highly encourages mentors and mentees to work together to create their own additional goals and commitments specific to the proposed project. Please list any additional agreements or goals below (e.g., time commitment per term). They can be short-term or they can last until the student's graduation.

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_____ <b>Student Signature</b>	_____ <b>Date</b>	_____ <b>Mentor Signature</b>	_____ <b>Date</b>
_____ <b>Print Name</b>		_____ <b>Print Name</b>	

If you have any questions, comments, or suggested changes for this document, please contact Dr. Jennifer Wester, Director of URSCA, at [jwester@jhu.edu](mailto:jwester@jhu.edu).