

## **Vanderbilt Summer Science Academy, Mentor/Mentee Summer Research Discussion**

Having clear expectations about your project this summer can be extremely beneficial. This discussion format for VSSA-affiliated students and mentors ensures two-way communication about expectations. Some programs require this discussion and form, so check with your program director to see if your program is one of these. If you have questions, please contact Stephanie Richards.

1. How many hours per week should I work in the lab, and what schedule should I keep?
2. What should my dress be in the lab?
3. Am I expected to work weekends?
4. How do I go about calling in sick or taking a holiday (July 4th)?
5. How often will I meet with my faculty mentor? Will it be one-on-one, sub-group meetings, or whole-group meetings?
6. Is there a regular lab meeting I will be attending? When is that meeting?
7. Who will help direct my day-to-day lab activities?
8. What are the basics of keeping an accurate research laboratory notebook and accurately filling and storing data and samples?
9. What process should I follow if I have problems with my research project?
10. Am I repeating old work or starting a completely new project from scratch?

11. Are there papers I should read to prepare for my research project?
  
12. Where is my dedicated lab space for the summer? Am I sharing that space with another person in the lab?
  
13. Are there rules for checking out chemicals, ordering chemicals/kits, or using the stockroom?
  
14. What are the lab safety and cleanliness expectations for the summer?
  
15. What are the mentor's expectations for the summer, and how will the student be evaluated?
  
16. What are the student's expectations for the summer?
  
17. Please address and list any other concerns the student or mentor may have.

Your names below indicate that the student and research mentor have discussed the above items and that the faculty mentor concurs.

\_\_\_\_\_  
Student name

\_\_\_\_\_  
Direct mentor (if not PI) name

\_\_\_\_\_  
Faculty (PI) name