

Mentor-Mentee Compact for Undergraduate Immersion in the School of Medicine

Goals: The goal of the Undergraduate Immersion experience in the School of Medicine (SOM) is to provide Vanderbilt undergraduates with a comprehensive experience in discovery research. This experience should address a specific scientific question or gap in knowledge with systematic and methodologically rigorous investigation. Students can use a wide assortment of scholarly methods including (but not limited to) experimental, quantitative, qualitative, and other systematic intellectual engagements in the exploration of their focused area of interest. Research areas can range from the basic and population sciences to healthcare ethics and policy studies. All these opportunities will include developing skills in reviewing significant literature, gathering new information and data, analysis and interpretation of the findings, and ultimately, a formal presentation of the completed research. Scholarship is expected to be structured, rigorous, and substantive and conducted under the mentorship of at least one SOM faculty member. Whether the proposed scholarly activity conforms to the definitions of an Immersion experience will be determined by the faculty mentor and the SOM Immersion Program Director.

Expectations of the Mentee:

- Completion of a minimum of 300 hours of scholarly activity
- Adhere to all laboratory rules and any safety regulations
- Learn how to plan, conduct, and interpret high quality scientific research
- Conduct yourself as a professional at all times
- Schedule time to meet with faculty mentor to plan and discuss progress on project
- If unable to honor a meeting time or deadline, let your faculty mentor and/or direct supervisor know as soon as possible
- Learn how to document your work—in detail—in your lab notebook (or equivalent log)
- Learn how to present your work in a public setting
- Be honest and ethical
- Be engaged with the research group and with the research community at Vanderbilt and beyond
- Treat your lab mates, lab funds, equipment, and research subjects with respect
- Take ownership of your immersion project, develop and be responsible for reaching milestones agreed upon with your faculty mentor, and discuss with faculty mentor if concerns with any of the above should arise

Expectations of the Mentor:

- Work with the Immersion student to develop a project in your research group that will provide a good learning experience for the student that fosters their creativity within your research scope
- Provide student with reasonable and clear expectations for time commitment, professional behavior, and general lab dynamics
- Ensure that the Immersion student will receive all the proper training to conduct their research project safely
- Provide adequate advice and guidance on Responsible Conduct of Research and appropriate ethical behavior

- Provide the Immersion student with a safe and respectful environment to pursue and complete their project
- Provide the Immersion student with regular constructive feedback regarding the progress and quality of their project and appropriateness of time committed to the project
- Give the student guidance regarding the creation and quality of their final product

Evaluations: The Immersion Office for the SOM will request an evaluation of the experience from both the mentor and the mentee at least once/semester. If the project is carried to completion in the course of a summer experience, evaluations will be conducted midway at completion of the summer experience. Evaluations will be in the form of REDCap surveys and timely completion of these surveys will be required to remain an Immersion student or mentor in good standing.

Mentor Name (Printed)

Mentee Name (Printed)

Mentor Signature

Mentee Signature

Date

Date