

**Vanderbilt University REU in Nanoscience & Engineering, Mentor/Mentee Summer Research Contract**

Student: \_\_\_\_\_ Mentor: \_\_\_\_\_

1. How many hours per week should I work in the lab and what schedule should I keep?
2. Is time spent attending REU activities (field trips, lunch meetings, etc.) to be considered working hours?
3. What should my dress be in the lab?
4. Am I expected to work weekends?
5. How do I go about calling in sick or taking a holiday (July 4th)?
6. How often will I meet with my faculty mentor? Will it be one-on-one, sub-group meeting or whole group meeting?
7. How will I communicate with my graduate student mentor(s) and the research group?
8. What are acceptable ways of reaching out to my mentors after working hours? (Ex: cell, email)
9. Who will help direct my day-to-day lab activities? Who needs to be in the lab with me when I am working?
10. What are the basics of keeping an accurate research laboratory notebook and accurately filling and storing data and samples?
11. What process should I follow if I have problems with my research project?
12. How much intellectual input should I have into my project? Am I repeating old work or starting a completely new project from scratch?

13. Are there papers I should read to prepare me for my research project?
14. Where is my dedicated lab space for the summer? Am I sharing that space with another person in the lab?
15. Do I need to get any specific training for the summer (NMR, MS...)? If so, who will be training me?
16. Are there any rules for checking out chemicals, ordering chemicals/kits, or using the stockroom?
17. What are the lab safety and cleanliness expectations for the summer?
18. How many times a day does the mentor expected to be asked a question by the student at the beginning of the summer and at the end of the summer?
19. What lab skills does the mentor expect you to already have? What is a "growth mindset"?
20. How will the student get ongoing critique throughout the summer? By whom, how and how often?
21. What are the mentor's expectations for the summer and how will the student be evaluated.
22. What are the student's expectations for the summer?
23. Please address and list any other concerns the student or mentor may have.

Your signature below indicates that the student and research mentor have discussed the above items and that the faculty mentor concurs.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Graduate mentor signature

\_\_\_\_\_  
Faculty signature