**Fisheries and Wildlife Mentorship Program (FWMP)**

**Mentor-Mentee Goals Sheet**

Welcome to the FW mentorship program! We are very excited to have you join our program and help to support you as an undergraduate researcher. This goals sheet is intended to help you get the most out of your mentorship experience.

**Graduate Mentor’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Undergraduate Mentee’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mentor’s Field of Study**: \_\_\_\_\_\_\_\_\_\_\_\_

**Undergraduate Mentee’s Area(s) of Interest**: (1) \_\_\_\_\_\_

(2)

 (3)

**What are three scientific skills you’d like to obtain (e.g., participate in data collection, participate in data processing, learn to program in R, learn how to process scat samples)?**

1)

2)

3)

**What are three professional skills you’d like to accomplish (e.g., a professional CV, interview skills, poster presentation, decide if I should go to grad school, explore jobs)?**

1)

2)

3)

**Scheduling**

How many hours a week will our team **realistically** commit to this mentorship program this term?

     \_\_\_\_\_\_\_\_\_\_\_\_

Our first meeting will be on      day/month/year          ; our meeting location

will be                            .

We **WILL / WILL NOT** (*circle one*) meet regularly throughout the term. Our

meeting time will be                            .

We will meet at least                    times before the end of the quarter.

**Future Plans**

In an ideal world, where would you be in five years?

Mentee:    \_\_\_\_\_\_

       \_\_\_\_\_\_

     \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How can your graduate mentor help you plan and build skills to achieve these goals?

       \_\_\_\_\_\_

     \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fisheries and Wildlife Mentorship Program (FWMP) Mentoring Agreement**

This agreement between Undergraduate mentee/Graduate mentor is meant to outline goals for your mentorship experience and clarify expectations for both the mentee/mentor. Please modify this template to suit your research needs.

*Adapted from Dr. Sophie Pierszalowski, Associate Director of Undergraduate Research*

**What your graduate mentor expects from undergraduate researchers:**

1. **Read background information and complete required trainings.** I expect that you will read and do your best to understand the information provided in the research manual and supplemental materials provided to you. I also expect that you will bring any questions you have about the background information to our first team meeting so that I and the other research team members can contribute to your learning.
2. **Send me an update every Friday by 5pm** describing 1) the projects/tasks you’ve been working on during the week, 2) any challenges you are facing with your work or questions you have, and 3) what you plan to work on the following week. I expect the update every week – even if research you have not make research progress.
3. **Attend our research team meetings, scheduled for [day/time].** We will have weekly meetings to discuss our individual progress on projects, how this individual work integrates to answer the larger research question, and to identify and collectively troubleshoot any challenges we may be facing.
4. **Check and respond to email every 48 hours, M-F.** Email is our most effective way of communicating outside of individual meetings. I expect all members of the research team to respond to all emails in a professional manner.
5. **Be organized.** Pay close attention to our research protocols and procedures for collecting, processing, and archiving data. Record data using standardized research protocols and label data files according to our research protocol. Notify me or the appropriate research manager when supplies are low.

**Communicate your work schedule and strive for consistency.** The research space is open [days/time]. Please schedule your hours within that time frame so you can access our resources; contact me as soon as possible if your schedule changes and you can no longer work in the available research time. You are a student first and I understand that you have other obligations that may take priority. However, taking this position indicates to us that you have the time to commit to this team and the responsibilities I have given you. You will not be expected to work on weekends, when campus is closed due to weather, on school or religious holidays, but please inform us if you plan on taking vacations or time off from school. This position is unpaid but may lead to future opportunities for employment.

1. **Ask questions!** If you have a question about laboratory protocols or safety, please ask me, another student or lab member, or the lab manager *before* preforming the task! Other students or post-docs in the research team may also be available to answer your questions as they arise. You can always email me with questions while you are conducting your research.
2. **Respect the research space and the people in it.** Research spaces are often a shared workspace. Please return things to their assigned places when you are done using them so others can find them. Always ask of check protocols if you are unsure how to use necessary equipment. Please let me know if something breaks so I can find a replacement to keep you working as quickly as possible.
3. **Communicate early and often about any personal or professional concerns** you have about the research or research team. It is my hope that all students on my research team feel supported and included. Please let me know if I can do to better support you. The FWUMP coordinators are also available at any time to help support you.
4. **I strongly encourage you to present your research activities at an appropriate OSU research event (RAFWE, CUE).** **At a minimum, I expect you to present a research summary at a lab meeting.** Communicating science is a valuable skill that takes time to develop. Presenting your research is one of the best ways to communicate your work and show value to potential graduate advisors or employers. I will help you find and prepare a presentation.

**What undergraduate researchers can expect of their graduate mentors:**

1. **I will provide background information to understand the research activities you are conducting, including protocols and primary literature readings.** If necessary, I will show you how to conduct primary literature searches on your own using GoogleScholar or the OSU online library databases.
2. **I will attend all of our research team meetings.** You can expect me to give an update on the research progress I have made since our last meeting.
3. **I will respond to all of your emails within 48 hours during the week;** if I will be away from email for an extended period of time, I will notify you in advance.
4. **I will advocate for you!** If you are experiencing any challenges (personal or professional), I will do my best to help you resolve them. I will help you find an appropriate place to present the research activities you conducted during this mentorship experience and provide you a letter of recommendation to help you move forward in your research career.
5. **I will provide feedback.** We will have a quarterly review to discuss how these expectations are being met, how the mentorship experience is helping you reach you goals, and to re-evaluate our priorities for the mentorship agreement.