

# School of Medicine Research Education Office

## MSCR Mentor & Student Agreement

### Applications are due March 15

Each MSCR Student should have at least one primary research mentor that is familiar with the focus of the research and can contribute to the scientific development of the research. Additional mentors and Committee of Studies Members will need to be involved, but this agreement pertains only to the primary Mentor(s).

The mentor for **(student's name)** ("**student**") will be **(mentor's name)** ("**mentor**"). **Mentor** is an Assistant/Associate Professor in **(department name)** at UNM or LRRRI and has many technical and scientific qualifications for the role of mentor. The Mentor has published papers on topics related to **(student's name)** primary research interest for the MSCR program and has a history of extramural research funding.

### ***Student's responsibilities***

The student will seek assistance in order to assure progress in the following areas:

- development of and adherence to an educational plan;
- seek guidance in and critical review of research proposal;
- promotion of collegial relationships with other workers in the field;
- refinement of specific technical research skills related to their research project and future directions;
- completion of all educational needs-assessments in a timely manner;
- completion of all MSCR Program requirements, including regular Committee on Studies Meetings and producing and defending a final thesis product

### ***Mentor's role***

The primary goals of this mentoring relationship are:

- Serve as Thesis Director and Chair of the Committee on Studies, which includes having the primary responsibility of monitor progress in the completion of the MSCR thesis research project for which the student was admitted
- establish and monitor progress in educational plans in collaboration with the Student and the other members of the Committee on Studies
- ensure that student completes all educational needs assessments in a timely manner
- guide career development
- Assist the student in and Committee on Studies to establish and execute a concrete plan to complete all MSCR Program requirements

### ***Frequency of contact***

**Student** and **Mentor** agree to meet, at a minimum, every two weeks. Both **student & mentor** will take responsibility for ensuring that these meetings take place consistently. **Student** will initiate contact with the **mentor** immediately as major problems and challenges arise.

### ***Feedback mechanism and timelines***

**Mentor** feedback to **Student** will be oral and written. **Mentor** will review materials submitted by **Student** within two weeks. **Student** will provide materials for review no later than two weeks before feedback is needed. Additionally, if there are issues not easily communicated between **Mentor** and **Student**, either can request a private meeting with any member of the MSCR, including the Program Director, to discuss issues at any time.

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### **Evaluation**

**Student** and **Mentor** agree to coordinate and hold quarterly Committee on Studies meetings per year which will help guide the thesis research project and prepare students for the final defense. These meetings are an integral component of the MSCR Program and having consistent feedback from the COS as a whole is required for student success.

This agreement will remain in place until **Student** successfully defends their thesis and graduates from the MSCR Program or **mentor** is not able to continue with this mentorship due to unanticipated circumstances. If **mentor** is unable to continue, **he/she** will contact the **Student** and the MSCR Program Director. In addition, the mentor/student relationship will be revisited every year to identify whether additional mentoring is needed to supplement or replace this original agreement.

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*Mentor A*

*Date*

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*Mentor B (if applicable)*

*Date*

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*Mentee*

*Date*

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*Dr. Shiraz I. Mishra*  
*MSCR Program Director*

*Date*