



# MS Mentor Agreement Form

**Biomedical Sciences Graduate Program (BSGP)  
University of New Mexico School of Medicine**

This form must be filled out completely, initialed and signed by the student, Research Mentor and Mentor’s Department Chair prior to approval by the BSGP Director

I, \_\_\_\_\_, as a representative of \_\_\_\_\_ accept  
 (mentor) (department)  
 \_\_\_\_\_ into my laboratory as a graduate research assistant to work  
 (student)

towards the MS degree in Biomedical Sciences.

In accepting this student into my laboratory and department, I take responsibility, along with the student’s Committee on Studies, for supervising this student's training program in accordance with the rules of the Biomedical Sciences Graduate Program and the University of New Mexico’s Office of Graduate Studies.

### Compensation

MS students in the BSGP are expected to be compensated for their contributions as a research assistant. This compensation takes the form of a paid research assistantship contract, graded graduate credit hours in BIOM 695 (Research in Basic Medical Sciences), BIOM 599 (Master's Thesis), an equivalent graduate research course, or some combination of research assistantship contract and credit hours.

Students must be actively enrolled in the BSGP program (6 credits minimum during the fall/spring semesters and 3 credits minimum during the summer semester) to be eligible for a research assistantship contract. For students without a research assistantship contract, course enrollment can be less than 6 credits during the fall/spring semesters and less than 3 credits during the summer semester as agreed upon by student and mentor.

A 0.25 FTE research assistantship contract compensates for ~10 hours of work per week. A 0.5 FTE research assistantship contract compensates for ~20 hours of work per week. One (1) credit hour of graduate research credit aligns with approximately 3-4 hours of work per week. For example, a student with a 0.5 FTE research assistantship contract enrolled in 6 hours of graduate research credits should expect to work full time (~40 hours) on research and research training activities. A student with a 0.25 FTE research assistantship contract enrolled in 6 hours of graduate research credits should expect to work about ~30 hours per week on research and research training activities. Mentors and students are strongly encouraged to talk about their work schedule expectations.

Student  
Initials \_\_\_\_\_

Mentor  
Initials \_\_\_\_\_

Dept. Chair  
Initials \_\_\_\_\_

Director  
Initials \_\_\_\_\_

The approved BSGP minimum stipend for a 0.5 FTE contract is currently \$30,090 annually, tuition, mandatory fees\*, and health insurance for the duration of the student’s enrollment in the program. The approved 0.25 FTE contract minimum is \$12,500 annually, tuition, mandatory fees, and health insurance for the duration of the student's enrollment in the program. Student financial support is contingent on maintaining good academic standing (see the BSGP Handbook for rules governing academic standing and probation) and active enrollment in the BSGP program (6 credits minimum during the fall/spring semesters and 3 credits minimum during the summer semester). Assistantships for teaching or non-research-related work should be paid in addition to the research stipend.

Part-time MS students who maintain outside employment should discuss realistic weekly commitments to BSGP research and research training with the mentor.

Will the student maintain outside employment? Yes  No

How many hours will the student work per week on BSGP research and research training? \_\_\_\_\_

How many graduate research credit hours (e.g., BIOM 695, BIOM 599) will the student enroll in per semester?  
\_\_\_\_\_

Do you and your department accept financial responsibility for the student’s research stipend, tuition, mandatory fees, and health insurance? Yes  No

\*As of January 2024, mandatory fall and spring fees include GPSA fee - \$25 each term, HSC Library fee - \$262.50 each term, IT Technology fee - \$150, HSC Student Council fee - \$1 each term, Athletics Student Fee - \$100, SHAC Wellness fee - \$129. BSGP mentors must cover these fees as well as any other mandatory fees after the contract is signed.

Financial Responsibility:

Accept financial responsibility for a 0.25 FTE research assistantship contract and its associated tuition, mandatory fees, and health insurance costs

Accept financial responsibility for a 0.50 FTE research assistantship contract and its associated tuition, mandatory fees, and health insurance costs

Do not provide financial support

The financial support of the student will come from:

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

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

Student  
Initials \_\_\_\_\_

Mentor  
Initials \_\_\_\_\_

Dept. Chair  
Initials \_\_\_\_\_

Director  
Initials \_\_\_\_\_

As a component of this Mentor Agreement, the student and Mentor should discuss the following expectations and add any additional expectations as needed:

**Graduate Student Expectations:**

- Be committed to a high standard of excellence and integrity in all of your work.
- Learn independently when possible and seek guidance when needed.
- Be respectful of the time and efforts of all members of the laboratory group
- Maintain acceptable progress toward your degree by scheduling all required steps (exams, committee meetings etc.) as needed.
- Conduct research honestly and report it accurately.
- Maintain accurate data notebooks and acknowledge the contributions of others.
- Be familiar with and adhere to professional research and ethical guidelines.
- Respect the confidentiality of unpublished research
- Take responsibility for your career development
- Prepare and submit articles for publication in conjunction with your mentor
- Participate actively in the research efforts and goals of the laboratory
- Work closely with mentor to outline a learning plan
- Be active in DEI initiatives required by the program (trainings, workshops, Annual Activities Report, etc)
- Collect and analyze data in rigorous manner and in accordance with equitable and ethical standards
- Actively communicate needs and barriers to training
- \_\_\_\_\_
- \_\_\_\_\_

**Mentor Expectations:**

- Be available for contact and consultation at appropriate intervals
- Provide advice and guidance on professional development and career plans
- Provide guidance on development of a meaningful research project and composition of graduate thesis or dissertation committees.
- Expose student to research methodologies, and the library and laboratory skills that will foster the student’s growth into an independent and capable scholar
- Provide a work environment that will support the student’s research efforts
- Provide an understanding of the ethical implications of the research and model ethical behavior
- Fairly acknowledge student contributions and recognize the student as apprentice researchers rather than employees
- Advise the student on finding a position after completion of degree and provide references
- Help the student to gain skills necessary to publish research results
- Work closely with student to support the student’s educational and professional goals
- Appropriately assess and document student performance by the following mechanisms: (1) Grades for BIOM 695 and 599 should accurately reflect student performance. In serious cases of underperformance, grades that lead to academic probation may be appropriate (see the BSGP Handbook for details). (2) Committee on Studies Meeting Reports should realistically assess and document student progress.
- Encourage a safe lab environment that effectively recruits and retains diverse perspectives
- Develop a communication strategy that allows students the ability to safely report issues (i.e. harassment, microaggressions, macroaggressions and discrimination) without fear of retaliation
- Discuss strategies to remove barriers, foster inclusive participation, and provide equitable opportunities for students regardless of disparities (i.e. flexible meetings, availability of childcare, inclusive language, conflict resolution)
- \_\_\_\_\_
- \_\_\_\_\_

Student  
Initials \_\_\_\_\_

Mentor  
Initials \_\_\_\_\_

Dept. Chair  
Initials \_\_\_\_\_

Director  
Initials \_\_\_\_\_

**Department Expectations:**

- If mentor and department elect to provide student with a research stipend, ensure financial support is provided for the duration of the student’s enrollment in the program

- \_\_\_\_\_

**Mentoring Plan** (through comprehensive exam, typically in year three):

- Additional Training Required: \_\_\_\_\_

- Research Projects: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Individual/ Group meeting schedule: \_\_\_\_\_

\_\_\_\_\_

- Committee on Studies: Must be appointed within 6 months of entering the mentor’s lab AND hold regular committee meetings (twice per year)

Potential Committee Members: \_\_\_\_\_

- Meetings/Conferences: \_\_\_\_\_

\_\_\_\_\_

- Additional coursework/certificates: \_\_\_\_\_

\_\_\_\_\_

- Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby agree to the contents and intent of this Mentor Agreement:

\_\_\_\_\_

Student

\_\_\_\_\_

Date

\_\_\_\_\_

Research Mentor

\_\_\_\_\_

Date

\_\_\_\_\_

Department Chair

\_\_\_\_\_

Date

\_\_\_\_\_

Director, Biomedical Sciences Graduate Program

\_\_\_\_\_

Date

\_\_\_\_\_

Senior Associate Dean for Research Education

\_\_\_\_\_

Date