Mentor Agreement Form

Biomedical Sciences Graduate Program
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 _____________________________ into my laboratory as a graduate research assistant to work towards the ______________ degree in Biomedical Sciences. (MS/PhD)

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

In addition, my department and I accept financial responsibility for the student’s research stipend (the approved BSGP minimum stipend, currently $25,000 annually with an increase to $26,500 after successfully passing the Comprehensive Exam), tuition, 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.

BSGP Mentors are encouraged to cover the following student fees (Note: most mentors cover these fees):

- GPSA fee ($25 each term) I [ ] accept [ ] do not accept financial responsibility
- HSC Library fee ($130 each term) I [ ] accept [ ] do not accept financial responsibility
- IT Technology fee ($50 fall & spring; $10 summer) I [ ] accept [ ] do not accept financial responsibility
- HSC Student Council fee ($1 each term) I [ ] accept [ ] do not accept financial responsibility

The financial support of the student will come from:

__________________________________   __________________________________
__________________________________   __________________________________

Student    Mentor    Dept. Chair    Director
Initials _____   Initials _____   Initials _____   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.

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**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.
- Appropriate closely assess and document student performance by the following mechanisms: (1) Grades for BIOM 695 and 699 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.

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<th>Student Initials</th>
<th>Mentor Initials</th>
<th>Dept. Chair Initials</th>
<th>Director Initials</th>
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Department Expectations:

- 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