

MENTORING COMPACT

Student/Fellow name: _____

- PhD Student
- Fogarty Fellow or Postdoc

Mentor: _____

Commitments of Mentors (Compact Between Student/Fellow and Their Mentors based on AAMC Compact)

- I intend to develop the skills needed to be a good mentor.
- I will ensure that a mutually agreed upon set of expectations and goals are in place at the outset of the training period, and I will work with the student/fellow to create an individual career development plan.
- I will strive to maintain a relationship with the student/fellow that is based on trust and mutual respect. I acknowledge that open communication and periodic formal performance reviews, conducted at least bi-annually, will help ensure that the expectations of both parties are met.
- I will promote all ethical standards for conducting research including compliance with all institutional and federal regulations as they relate to responsible conduct in research, privacy and human subjects research, animal care and use, laboratory safety, and use of radioisotopes.
- I will clearly define expectations for conduct of research in my lab and make myself available to discuss ethical concerns as they arise.
- I will ensure that the student/fellow has sufficient opportunities to acquire the skills necessary to become an expert in an agreed upon area of investigation.
- I will provide the student/fellow with the required guidance and mentoring, including scheduling prompt meetings when requested, and will seek the assistance of other faculty and departmental/institutional resources when necessary.
- Although I am expected to provide guidance and education in technical areas, I recognize that I must also educate the student/fellow by example and by providing access to formal opportunities/programs in complementary areas necessary for a successful career.
- I will provide a training environment that is suited to the individual needs of the student/fellow in order to ensure his/her personal and professional growth. I will encourage a progressive increase in the level of responsibility and independence to facilitate the transition to an independent career.
- I will encourage the interaction of the student/fellow with fellow scientists both intra- and extramurally and encourage the appointee's attendance at professional meetings to network and present research findings, including providing financial support to attend meetings where the student/fellow will be presenting findings from my research and others as possible.
- I will ensure that the research performed by a student/fellow is submitted for publication in a timely manner and that she/he receives appropriate credit for the work she/he performs.

- I will acknowledge her/his contribution to the development of any intellectual property and will clearly define future access to tangible research materials according to institutional policy.

Training Program--Specific Guidelines: (Please initial)

____ I agree to meet at regularly with my mentee to assess progress, weekly as often as possible.

____ I agree to develop a training plan with my mentee and to review progress regularly, including the twice-yearly evaluation.

____ I agree to encourage and support my mentee's attendance at relevant training opportunities that come up throughout the year.

____ I agree to actively work with my mentee towards a goal of three or more papers (not including the dissertation), with the mentee being first author on at least 1 paper (if student) and at least 3 papers (if postdoc).

____ I agree to encourage and support my mentee's participation in any department or training grant progress reports and web page updates.

____ I agree to encourage and support my mentee to actively engage with their training cohort to form writing groups, network, and support each other.

____ I understand that my mentee will be housed _____ and that student/fellows should not be exempted from work in my research or laboratory space.

____ I agree to communicate any problems related to my mentee to the Chair of the Curriculum Committee (Dr. Gurka) or the Program Director (Dr. Prins).

Mentor's Signature: _____ Date: _____

- I agree to mentor this student for the period of _____ to _____
(Annually is recommended).

FELLOW COMPACT

Student/Fellow name: _____

- PhD Student
- Fogarty Fellow or Postdoc

Mentor: _____

Commitments of Student/Fellow (Compact Between Student/Fellow and Their Mentors—based on AAMC Compact)

- I acknowledge that I have the primary responsibility for the development of my own career. As such, it is my responsibility to arrange meeting times and meet with my mentor regularly and my advisor at least once a semester.
- I recognize that I must take a realistic look at career opportunities and follow a path that matches my individual skills, values, and interests.
- I recognize the value of the time and energy of my mentor.
- I will develop a mutually defined research project with my mentor that includes well-defined goals and timelines. Ideally, this project should be outlined and agreed upon at the time of the initial appointment.
- I will perform my research activities conscientiously, maintain good research records, and catalog and maintain all tangible research materials that result from the research project.
- I will conduct research responsibly and ethically, including respecting all ethical standards when conducting my research, complying with all institutional and federal regulations as they relate to responsible conduct in research, privacy and human subjects research, animal care and use, laboratory safety, and use of radioisotopes, as applicable. Although education opportunities for ethical conduct will be offered to me, I recognize that it is my responsibility to take advantage of these training opportunities, and I will do so.
- I recognize that this commitment includes asking for guidance when presented with ethical or research compliance uncertainties and reporting on breaches of ethical or compliance standards by me and/or others following University of Florida and Federal policies and requirements.
- I will show respect for and will work collegially with my coworkers, support staff, and other individuals with whom I interact.
- I will endeavor to assume progressive responsibility and management of my dissertation and other research project(s) as it(they) matures. I recognize that assuming responsibility for the conduct of research projects is a critical step on the path to independence.
- I will seek regular feedback on my performance and ask for a formal evaluation at least annually.
- I will have open and timely discussions with my mentor concerning the dissemination of research findings and the distribution of research materials to third parties.

- I recognize that I have embarked on a career requiring “lifelong learning.” To meet this obligation, I must stay abreast of the latest developments in my specialized field through reading the literature, regular attendance at relevant seminar series, and attendance at scientific meetings.
- I will actively seek opportunities outside the laboratory (e.g. professional development seminars and workshops in oral communication, scientific writing, and teaching) to develop the full set of professional skills necessary to be successful in my chosen career.
- At the end of my appointment, in accordance with institutional policy, I will leave behind all original notebooks, computerized files, and tangible research materials so that other individuals can carry on related research. I will also work with my mentor to submit the research results for publication in a timely manner. By arrangement with my mentor, I can make copies of my notebooks and/or computerized files, as applicable, and have access to tangible research materials which I helped to generate during my appointment, according to institutional policy.

Training Program--Specific Guidelines: (Please initial)

____ I agree to attend all meetings that come up throughout the year that will benefit my career, that my program requires, and that my mentor recommends.

____ I agree to actively participate in my mentor’s lab and work to produce 3 papers a year based on work done with my mentor; with at least one as first author.

____ I agree to participate in any needed reporting requirements for my mentor’s research, any applicable training grant requirements, and my Department requirements, in a timely manner.

____ I agree to actively engage with my training cohort to form writing groups, network, and support each other.

____ I agree to attend department sponsored activities and extra educational opportunities as often as I can.

____ I agree to track my own account for travel and training-related expenses and submit all paperwork in a thorough, timely manner.

____ I understand that I will be housed at _____ and that I am expected

- IF A STUDENT to work in that office rather than at home as much as possible to further my networking and career development and to help ensure accountability.
- IF A POSTDOC to work in that office rather than at home.

____ I understand that there are University, College and Department requirements for the time I can spend on any outside work, clinical work not related to training or education and/or other work and agree to meet these requirements and document that I have done so if asked (if appropriate).

____ FOR POSTDOCS ONLY. I understand that job hunting is not a part of training, and any time used for this must be submitted and approved as vacation time.

Student/Fellow Signature: _____

Date: _____