Student researcher and Mentor
Work & Communication Plan

The mentor and student researcher should use this form to facilitate conversation and clarify expectations for the internship program. Please fill this out together and use the questions to discuss your preferences, expectations, and to map out a plan.

Mentor Name: _________________________________________________________________

Intern Name: __________________________________________________________________

Communication Methods – There are lots of ways people communicate with each other these days. How do we each prefer to be communicated with (phone, email, slack, text, etc.) and what are those details?

Mentor First Preference & Details: ________________________________________________

Mentor Second Preference & Details: ______________________________________________

Intern First Preference & Details: _________________________________________________

Intern Second Preference & Details: _______________________________________________

Regular Availability – All interns are expected to engage in the program for a 40 hour week and be available, within reasons during this period. However, when those hours of engagement are completed is at the discretion of the mentor and should be aligned with the norms of each department/lab/research group.

The expectations for work hours [e.g. 8 am – 4 PM, 9 AM – 5 PM with one hour for lunch] in the department/lab/research group are:______________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Regular Meetings & Support - Mentors and interns are expected to meet at least weekly to provide supervision/guidance on the project and identify next steps, for completed work, address questions and concerns, and support the intern’s personal growth as a researcher. This meeting is expected to be in addition to any mentoring provided by graduate students.
Our weekly meeting will occur on (circle one): Mon / Tues / Wed / Thur / Fri / Sat / Sun.

Our meeting will start at ______ am / pm and end at ______ am / pm.

Our meeting will be in (circle one): person / virtual.

If in person, location____________________________________________________________

If in virtual, platform (e.g. Zoom, Webx, etc.) ________________________________

For assistance between weekly meetings, how should the intern reach out to the mentor for support?: _________________________________________________________________

____________________________________________________________________________

In the event of needing to miss a day, what are expectations around communication?_______

____________________________________________________________________________

Sharing Materials – A wide array of options exist for sharing documents, data, and other files. This include options, like university servers, Google Drive, Dropbox, etc.

What is the preferred method for sharing such resources?_______________________________

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By signing below I acknowledge that I have fully read and understood the work and communication plan. I understand that if I have any questions or concerns about this policy, or wish to make changes to it, it is my responsibility to discuss this with the mentor/intern as appropriate.

Mentor Signature_______________________________ Date: ________________

Intern Signature_______________________________ Date: ________________