



WILLIAM & MARY

THE CHARLES CENTER

Summer Research Grant Mentorship Expectations Agreement

Please note: this document is meant to be a helpful conversation starter for the mentor and student rather than a binding contract. It is meant to lay the groundwork for regular communication and feedback between the mentor and the mentee.

Mentee Name: _____ Mentor Name: _____

This agreement outlines the parameters of our work together on this research project.

1. Our shared vision of success in this research project is:
2. The final product of the summer research period will be:
3. This summer product is due to the faculty mentor on this date: _____
4. **For Honors Thesis students graduating in Spring 2027:** The Spring Honors Research Symposium is tentatively scheduled for April 1-2, 2027.

For all other students: The Fall Undergraduate Research Symposium is tentatively scheduled for Friday, September 18, 2026.

Faculty mentors are expected to attend their mentee's presentation if at all possible.

- A. The mentee will submit their presentation materials to the faculty mentor for review no later than this date: _____
 - B. The mentee agrees to not present any of the research findings in any shape or form without the explicit consent and approval of the mentor.
5. Mentee: Describe when you will work on your project this summer (start and end dates, any weeks you will not be working on your project, how many hours each week).
Minimum requirements for research projects:
 - Honors Fellowships: 10 full-time weeks or 400 hours
 - Charles Center Summer Research Grants: 7 full-time weeks or 280 hours
 - Sophomore/Junior Monroe Scholars: 7 full-time weeks or 280 hours
 - First-Year Monroe Scholars: 3 full-time weeks or 120 hours
6. Identify several tasks that the student should aim to accomplish as they carry out this project, including a tentative schedule. Add more fields as needed. It is fine and even expected for these milestones to change as long as the student is in close communication with their faculty mentor about changes to the research plan.
 - **Milestone 1:**
 - Target completion date:
 - **Milestone 2:**
 - Target completion date:
 - **Milestone 3:**

- Target completion date:

- **Milestone 4:**

- Target completion date:

7. On a daily basis, our primary preferred means of communication will be through (check all that apply):

- ☐ face to face
- ☐ phone calls
- ☐ texting
- ☐ email

- ☐ Teams messaging
- ☐ video calls (ie Zoom or Teams)
- ☐ Other: _____

8. What are the agreed upon best-case and worst-case response times to communication?

9. Mentor: Describe any periods when you will not be available to the mentee this summer.

10. We will meet one-on-one to discuss our progress, the larger project goals, and to evaluate the mentee's performance at least _____ minutes _____ time(s) per month.

A. (choose one options) It will be the (☐ mentee's/ ☐ mentor's) responsibility to schedule these meetings.

B. In preparation for these meetings, the mentee will:

C. In preparation for these meetings, the mentor will:

11. If the mentee gets stuck while working on the project (e.g., has questions or needs help with a technique or data analysis) the procedure to follow will be: (ie Should issues or problems that arise be sent to the mentor immediately, after reasonable attempts to solve independently, or held until the next regular meeting?)

12. Other issues not addressed above that are important to our work together:

By signing below, we agree to these goals, expectations, and working parameters for this research project.

Mentee's signature _____ Date: _____

Mentor's signature _____ Date: _____