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 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?_____

_____

_____

_____

_____

_____

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: _____