This agreement is between the Honors College student and their Thesis Project mentor. We hope that it provides sufficient specificity so that the student and mentor have discussed the framework of their partnership in the context of the thesis project and have common expectations of one another throughout the research process. We also hope that it provides sufficient flexibility as we recognize that each student-mentor pair is unique and will have their own working style.

**Specifically, the role of the *Honors College student* includes:**

* Replying to all IRB review comments within 7 days of receipt;
* Communicating (via phone, email, or face-to-face) with their mentor as needed or a minimum of one time per semester to ensure progresses being made according to a mutually agreed upon project timeline;
* Demonstrating a high degree of professionalism with their mentor at all times including being respectful of the mentors other commitments and time constraints;
* Replying to all mentor and Thesis faculty/staff communication in a timely manner (within 48 hours);
* Completion of the Oakland University CITI training @ <https://www.citiprogram.org/> (if needed);
* Presenting at the Honors College Research and Scholarship Day Fall or Winter of senior year.

**Specifically, the role of the *faculty mentor* includes:**

* Suggesting relevant literature sources to the student pertaining to the agreed upon project;
* Providing guidance, support and feedback on a regular basis (as needed) to the student as it pertains to the agreed upon thesis project;
* Working with thesis faculty and staff to facilitate tracking student progress regarding program requirements and milestones;
* Promptly communicating with student as needed throughout the thesis project period;
* Providing the student with advance notice (1-2 weeks) of an extended period of absence (more than 2 weeks)
* Reaching out to the Honors College staff and faculty in a timely manner with any problems or concerns that are not amenable to resolution between the student and mentor.
* Writing an evaluative paragraph at the completion of the project that includes;

**Student Information**

Thesis Project General Area of Interest: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name: (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mentor Information**

Mentor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor Name: (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ I have received a copy of the Mentor Expectations document from my mentee

**Co-Mentor Information (if applicable)**

Co-Mentor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co-Mentor Name: (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co-Mentor Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co-Mentor Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ I have received a copy of the Mentor Expectations document from my mentee

***This document must contain original signatures, be scanned and submitted through Moodle as a required assignment of the Thesis Project.***