



Mentoring Agreement

PhD training at the University of Wisconsin-Madison School of Nursing relies heavily on a mentoring relationship between the PhD student and one or more members of the faculty who share a research interest (theory, method, population, or clinical phenomenon). Both the mentor and PhD student will have expectations of each other, and it is important to try to assure that there is a shared understanding of those expectations.

This document lays out some common commitments that we expect faculty mentors and PhD students to make to each other. It is a fluid document; that is, we expect some changes as students progress through the program. We ask you to review this document with your faculty mentors at least once a year to assure you are all working most effectively together.

Commitments of the PhD student

- I recognize that it is my responsibility to identify a focus for my research. My mentors will provide guidance and help me get clarity; but I recognize that if I am to have a satisfying research career, I must choose a focus driven by my own passions and interests.
- I will be an engaged and active participant in a research group (either in the School of Nursing or another program on campus) throughout my doctoral training.
- I recognize that I have the primary responsibility for the development of my own career and commitment to “lifelong learning”. I will stay abreast of the latest developments in my area of research through reading the literature, regular attendance at relevant seminars, and attendance at scientific meetings. I will actively seek out opportunities outside of the classroom (e.g., professional development seminars and workshops in scientific writing, preparation of grant proposals, oral communication skills, teaching, etc...) to help meet my learning goals.
- I will develop a timeline to achieve my educational and research goals (including benchmarks noted in the PhD student Progression Criteria), and will review it with my mentors at least annually.
- I will be honest and respect all ethical standards when I conduct my research and engage in scholarly activity. This includes compliance with all institutional and federal regulations for human subjects research as well as (responsibility for copyright, permissions, plagiarism).
- I will strive to be increasingly independent in my training activities including writing for publication, designing and conducting research, mentoring undergraduate and less experienced doctoral students, etc...
- I will seek regular feedback on my performance, including any challenges that I am facing, through open and timely discussions with my mentors.
- I will be responsive to advice and constructive criticism. I acknowledge that the feedback I get is intended to improve my scientific work.
- I will be knowledgeable of the policies, deadlines, and requirements of the graduate nursing program, the graduate school and the university.

Commitment of Mentors

- I acknowledge that it is my responsibility to facilitate the training and professional development of the PhD student. I will work with the PhD student and co-mentors to develop a program plan that best prepares the student to achieve his / her training and career goals.

- I will use personal abilities as well as the assistance of other faculty and department resources to assure that the PhD student has sufficient opportunity to become an expert in the agreed upon area of nursing science.
- I will encourage PhD student interaction with fellow scientists and encourage his / her attendance at professional meetings to network and present research findings.
- I will maintain a relationship with the PhD student that is based on trust and mutual respect. I acknowledge that open communication and periodic formal performance reviews will help ensure that the expectations of both parties are met.
- I will encourage a progressive level of independence and increased responsibility as the PhD student progresses, to facilitate the student's transition to an independent researcher.
- I will promote all ethical standards for conducting research and engaging in scholarly activity. This includes compliance with all institutional and federal regulations for human subjects research as well as (responsibility for copyright, permissions, plagiarism). I will clearly define expectations for conduct of research within my team and make myself available to discuss ethical concerns as they arise.
- I will commit to being a supportive colleague as the PhD graduate transitions to the next stage in his / her career and, to the extent possible, throughout their professional life. I recognize that the role of a mentor continues after formal training ends.

Items for discussion

The mentee and each mentor should discuss the items below and any other individual concerns in order to reach shared understanding. The mentee should then summarize all final decisions and have the agreement signed and dated by the parties listed below.

- How often will we meet? When and where will meetings take place? Who will be responsible for establishing the agenda?
- What is our preferred method of communication? Within what time frame can a response be expected?
- How much lead time do the mentors need to review materials prior to discussion/feedback?
- What are the policies for work hours (being at school or in the research office), sick time, and vacation? Does our team work over semester and spring breaks?
- What are the policies for manuscript authorship? Research presentations? Ownership of data?
- What additional expectations does the mentor(s) have of the PhD student?
- What additional expectations does the PhD student have of the mentor(s)?

We, the faculty mentor, co-mentors, and PhD student, agree to enter into a mentoring relationship based on the commitments identified above.

	Date: _____
PhD student	
	Date: _____
Primary mentor	
	Date: _____
Co-mentor	
	Date: _____
Co-mentor	

After all signatures are obtained, copies of the document will be distributed to each person identified above.