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**ABUELO LABORATORY**

**Abuelo Lab Mentor-Mentee Agreement**

Mentee’s name:

Position:

Expected duration: From: 1/1/19to: 1/1/19

E-mail address:

Alternative e-mail address (optional):

Phone number with area code:

**Welcome Message:**

Welcome! It is a pleasure to have you join our research group; it is our major goal to give you the conditions and opportunities to learn and grow professionally. We are committed to help you to achieve your academic and professional goals. The objectives of this agreement are: 1) to provide you with clear information on what we will be able to offer you, 2) to explain what we will expect from you, and 3) to give you an opportunity to share your expectations and previous experience. The goal of this agreement is to help us achieve the best lab environment possible. We hope that you will join our efforts to have a professional and healthy work environment.

You must familiarize yourself with the Lab Manual and follow all the lab policies. You will also need to sign another form agreeing to abide by these policies.

**Laboratory Overview:**

The overall research goal of our laboratory is to further our understanding of dairy cattle nutritional immunology and to improve animals’ resistance to disease in order to improve animal well-being and the efficiency of dairy operations. Currently, our laboratory has a focus on neonatal calf health. The lab has broad interests, which include, but are not limited to:

* Understanding the mechanisms by which oxidative stress impacts the functionality of the immune system;
* Improving animals’ immune function via nutritional or other supplementation strategies so that antimicrobial usage is reduced;
* Understanding nutritional factors that affect immune function and impact animal health;
* Improving accuracy, precision, and reducing time and cost of laboratorial methodologies as well as evaluating new experimental techniques both in the lab as well as on the field.

This is what **you** should expect from me and fellow lab members:

* Communicate clearly what we expect from you.
* Give you honest feedback (positive and negative) in a way that is constructive and helpful for your professional growth.
* Respect your points of view and listen to your suggestions.
* Give you advice and guidance on your current and future projects and work with you on a career plan, setting realistic short and long-term goals, and assessing your progress towards them.
* Incentivize and foster critical thinking.
* Help you adapt to our lab culture and to comply with University’s requirements, and help you beyond the lab to the best of our capabilities.
* Provide a safe work environment and proper safety training.
* Strive for excellence in the work place.
* Provide equal opportunities to all lab members and enforce that all lab members comply with the rules of the lab.
* Provide commensurable salary/assistantship and benefits.
* Provide as many days of vacation per year as stipulated in your contract, which should be planned at four months ahead of time in order to avoid conflicts with classes, conferences, and research projects.
* Strive to provide you with lab supplies, good equipment, office space, animals and infrastructure for proper research.
* Encourage you at work and help you achieve a balanced and healthy lifestyle.

This is what **I** expect from **you** and your fellow lab members:

* Communicate clearly your expectations and express your satisfaction (or lack of it) about the work that you are doing, my mentorship, and about your co-workers.
* Be honest and ethical. You must take some ethics training/course or participate in an ethics workshop.
* If you, as undergraduate, graduate student, postdoc, or visiting scientist are the leading person in a project, I expect that you will be responsible for writing the research manuscript *in a timely manner*. The first author is the person who contributed the most to the final version of the manuscript, which includes experimental design, running the experiment(s), data collection, analysis, and writing the manuscript. If you are not proactive in writing and editing the manuscript in a timely manner, *I will assign other lab member* to work on the manuscript and that person will be the first author if their contributions are greater than yours. If you leave this institution, you will have a deadline to finish your manuscript in a way that it is acceptable for publication; typically, this is around 3 months. If you fail to do so, another lab member, including me, will take the lead, and consequently will be the lead author in the manuscript. While I welcome constructive discussion about contributions, I have the authority to decide who provided the greatest contribution to the final version of the manuscript and I will assign the first authorship. Your opinion will be carefully considered; however, the final decision will be mine. Remember, publishing your result findings in a timely manner is part of responsible conduct of research, and I expect all members and visiting scientists of my lab to comply. If a conflict arises that cannot be solved within the lab, this should be raised and handled by MSU’s Research Integrity Officer.
* Be polite and respectful of others (there will be no tolerance with discrimination against gender, sexual orientation, race, religious beliefs, political view, culture, and country of origin).
* Be proactive, responsible, and reliable.
* Be available and easy to reach. You must inform me your class schedule. Please read and follow the lab policy on working hours. There is some flexibility, but if you are employed or enrolled full-time, you should be working 40h/week.
* Be conscious about laboratory and University’s resources.
* Ask questions when you are not sure about something.
* Be professional, accept and analyze constructive criticism.
* Be a critical thinker and contribute intellectually to the projects with which you are involved.
* Ability to interact positively with fellow team members, cooperating and collaborating with other’s projects.
* Be enthusiastic and committed to excellence in the working place.
* Take time off, relax, and aim for a balanced and healthy lifestyle.

**Trainee-Mentor Questionnaire:**

1. Please, list what you would like to learn and achieve while working in the lab. You may list general topics as well as specific learning goals. You may also specify particular skills that you would like to develop.

1. Please, list what – in your opinion, are the biggest challenges to achieve your learning goals.

1. Please, list your major strengths.

1. Please, list what you think you could improve upon.

1. Please, list your expectations about my mentorship, in other words, what do you expect me to do to help you achieve your learning goals?

1. Please, list your roles on achieving your learning goals.

1. Please, list some previous trainee-mentor experiences (no need for names), good and bad.

1. Please, list some previous teamwork experiences (no need for names), good and bad (what worked well and what could have been improved?).

1. What are your long-term career goals?

1. Do you have a specific project/area that you would like to work on?

1. Do you prefer working with animals or in the lab? Why?

1. Do you have any medical or physical condition that prevents you from working with animals or in the lab?

1. Have you mentored anyone before? If yes, please specify (no names needed).

1. Do you have interest in developing teaching skills? You may also share any previous experience with teaching if you have any.

1. Have you had any training on research ethics, authorship, data storage, data ownership, or notebook keeping?

1. Are you familiar with the research culture in the USA? Do you know what a tenure track is? For instance: the importance of research funding, publication records, and teaching evaluations.

1. Is there any other issue that you would like to discuss that was not mentioned so far?

1. Do you have any comments or suggestions to improve this document?

By signing this agreement, I hereby attest that I have read and understood the information provided to me regarding my rights and expectations of working in the laboratory of Dr. Angel Abuelo.

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Mentee’s signature Date Dr. Angel Abuelo