



Mentor-Mentee Agreement for SOARinG 2022

Directions: Students and mentors should discuss this agreement before signing. Once agreed, student and mentor signatures can be inserted on the second page of the agreement. Please then save as a .pdf and upload using this link: [insert new link here](#)

Overview: This agreement is between the faculty project mentor and the medical student (mentee) for summer 2022 research through the SOARinG program at USC School of Medicine Greenville. Students are required to submit this form by May 5, 2022. Each mentor-mentee pair will have their own working style; however this agreement requires the following minimum expectations.

Student Mentee's Responsibilities:

- Work with mentor to set mutual expectations of the mentoring relationship.
- Schedule regular meetings with mentor at mutually determined times/ location/ intervals.
- Update mentor on progress regularly, including timely notification of unexpected delays or complications.
- Take primary responsibility for completing scholarly project requirements and deadlines.
- Prepare drafts of the abstract to be submitted for the summer symposium (and poster/oral presentation if applicable) for the mentor's review with adequate lead time to permit any revisions.
- Required to maintain a log of research activities. Students typically spend 100-120 hours engaged in research activities over the 6-8 weeks.
- In addition, the SOARinG Program requires that students:
 1. Submit the project information to the online USC SOMG Student Research Project Registry
 2. Submit an abstract for the Annual SOMG Summer Research Symposium [Symposium to be held on July 22nd].
 3. Attend the weekly virtual student research seminar series (once per week for 6 weeks) to be held over the summer. This seminar series will be recorded with makeup options if the mentee cannot attend the live session.
- In the event the student requests to be removed from this research project, it is the professional responsibility of the student to communicate such changes to their research mentor by April 28th to gain their consideration and approval. The Office of Medical Student Research must be notified of these approved changes.

Mentor's Responsibilities:

- Work with student to set mutual expectations of the mentoring relationship.
- Help student set specific, achievable goals regarding the project.
- Meet regularly with the student and monitor progress toward the proposed objectives.
- Provide guidance and regular constructive feedback to the student on progress and deliverables associated with the project.
- Assure that the project meets regulatory requirements (e.g. IRB), and serve as the liaison between the institution and the student for the project.
- Review and discuss the student's final abstract (and poster/oral presentation if applicable).
- Reach out to Office of Medical Student Research at USC SOMG with any problems that are not amenable to resolution between student and mentor. SOMG also has a Honor and Professionalism policy [https://www.sc.edu/study/colleges_schools/medicine_greenville/internal/policydocuments/uscsomg_staf503.pdf] and a reporting system.
- Try to attend the Annual SOMG Summer Research Symposium [Symposium to be held on July 22nd].



You may use the space below to include any other responsibilities unique to the project, relationship, etc.:

Student Mentee's Information:

Student Name:

Email address:

By signing this agreement, I affirm that I will devote my efforts during the summer towards satisfactory completion of the project with my mentor in addition to the other responsibilities listed above.

Student Signature

Date

Mentor's Information:

Mentor Name:

Mentor's Department/School:

Email address:

By signing this agreement, I agree to mentor a SOARinG student for their summer research experience. In addition to the responsibilities listed above, I will provide appropriate supervision, training, space and necessary resources required for the project.

Mentor Signature

Date