



OFFICE OF STUDENT RESEARCH

Illinois State University

Faculty Mentorship Plan

What is a Mentorship Plan?

A mentorship plan outlines faculty goals and anticipated outcomes for their work with undergraduate researchers. It provides at minimum a timeline of activities and meetings.

Mentor/Mentee(s) Information

FACULTY NAME/EMAIL:

STUDENT NAME/EMAIL:

Schedule

How many hours do you anticipate the student will be involved with the project? (e.g hours per week for x weeks?)

How will you be meeting with the student?

Skills and Training Plan

What specific skills/understanding can the student researcher(s) expect to gain from this project?

What training will you provide the student researcher(s) (e.g. specific skills, process) throughout

the research process?

Anticipated Outcomes

What are the expected outcomes of the project for the student? (eg. Conference presentation, publications? Preparation for future phase research?)

THANK YOU!

Consider Creating a Mentorship Agreement

Faculty are encouraged to create a mentorship agreement (or contract) in partnership with your mentees. A Mentorship Agreement is more than a mentorship plan. A Mentorship Agreement is a “living document” that you may revisit with your student as you supervise their growth and development. Mentorship agreements commonly outline:

- The project goals.
- Meeting times and communication preferences.
- Compliance requirements.
- Plans for student skill development and training.
- Evaluation plans or plans for feedback.
- Plans for the dissemination.

Find links to mentorship agreement examples on the [Office of Student Research faculty webpage](#).

What outcomes/products can be expected from the FIREbird research?

What additional funds have been requested for the student's project from the school/department, the school/college, or other sources? Please provide the amount(s) requested and the amount(s) received.

I verify that the proposed student research project cannot be supported under a faculty research grant.

I understand that I will be asked to submit a report of accomplishments and any outcomes (completed or forthcoming) of the project along with a financial accounting of how funds were spent. This report on research outcomes is due by January 15th for Summer/Fall semester Grants and May 15th for Spring semester Grants.

Note that scholarly outcomes resulting from the project must be noted in the faculty member's annual

productivity report (e.g. Digital Measures) and tagged as including undergraduate students.

Faculty Electronic Signature (First & Last Name):

Date: