

## Accountable Mentorship Agreement

## Master of Science (MS) Program

| Student’s name |  |
| --- | --- |
| Advisor’s name |  |

### HRS Commitment

The advising partnership in the MS program is designed to provide students with opportunities for consistent consultation with their faculty advisor, who can provide academic and career mentorship as well as assist the student with establishing a viable and appropriate thesis or non-thesis committee. Faculty advisors have expert knowledge of a student’s research and advanced practice interests. Students, however, are the ones who control their academic and career paths. This agreement form serves as a mutual understanding of the expectations of both students and the faculty advisor and an acknowledgment of the importance of mentorship throughout the program.

**If admitted into the HRS MS program, the student and faculty advisor agree to the following terms:**

### Commitments of Student

• ***I acknowledge that I have the primary responsibility for the successful completion of my degree.*** I will be committed to my graduate education and will demonstrate this through all my efforts.

• ***I will maintain a high level of professionalism, self-motivation, engagement, scientific curiosity, and ethical standards.*** I will establish regular one-on-one meetings with my faculty advisor and provide them with updates on the progress of my coursework and research or project.

• ***I will be knowledgeable of the policies and requirements of the Ohio State Graduate School and my graduate program and will commit to meeting these requirements.*** I will become familiar with all relevant student handbooks.

• ***I am responsible for understanding and remaining in compliance with all Ohio State policies involving students.*** This will include but is not limited to [policies on research data handling, data ownership and storage](http://orc.osu.edu/files/ResearchDataPolicy.pdf),  [intellectual property](https://ceo.osu.edu/sites/default/files/pdfs/IP-Policy.pdf),  [academic and research misconduct](http://orc.osu.edu/files/Misconduct_Policy.pdf), and [Title IX](https://policies.osu.edu/assets/docs/policy_pdfs/SexualMisconduct_FINAL.pdf) .

• ***I will be mindful of deadlines involving my education and degree completion.*** I will regularly check both the Graduate School’s graduation calendar and the Registrar’s important dates and deadlines to ensure I am meeting all OSU requirements. Moreover, I will work with both my faculty advisor and the HRS Graduate Program Office to discuss curriculum planning to meet credit hour requirements and additional MS program and graduation requirements.

### • *I acknowledge that it is primarily my responsibility to develop my career during and following the completion of my master’s degree.* I will seek guidance from my advisor, career counseling services, other mentors, and any other resources available for advice on career plans.

### Commitments of Faculty Mentor

• ***I will be committed to the research or non-thesis project of the graduate student.*** I will help to plan and direct the graduate student’s project, set reasonable and attainable goals, and establish a timeline for the completion of the project.

• ***I will be cognizant of the degree completion timeline***. I will be informed of the requirements and deadlines of the HRS MS program as well as those of the institution, including human resources guidelines, so that I can successfully guide the graduate student. Within a reasonable timeframe, I will work with the student to ensure the coursework they are completing is sufficient and appropriate based on their individual career goals.

• ***I will remain aware of the student’s professional and academic development***. I will be mindful of the student’s goals and not let a personal agenda interfere with the development of the student. I will check in regularly with the student about their academic progress and work proactively with them to correct and improve any behaviors or roadblocks preventing them from program completion.

• ***I will provide sound career advice.*** I will advise the student on employment opportunities in both the academic and private sector. I will provide honest letters of recommendation for his/her next phase of professional development. I will also be accessible to give advice and feedback on career goals.

• ***I will mentor with respect.*** I will provide for every graduate student under my supervision an environment that is intellectually stimulating, emotionally supportive, safe, and free of harassment. I will foster the graduate student’s professional confidence and encourage critical thinking, skepticism, and creativity.

Our signatures below indicate that we have read and discussed this document and agree to all statements contained within.

|  | **Signature** | **Date** |
| --- | --- | --- |
| Advisor |  |  |
| Student |  |  |

Form to be submitted to Graduate Program Office by faculty mentor.