

# List of Undergraduate Research Responsibilities for Mentees

## Lewis-Clark State College

1. Communicate regularly. Communicate with your advisor about your progress in **written** form a minimum of once per week.
2. Establish a **consistent** work schedule. My work hours for the semester will be \_\_\_\_\_  
\_\_\_\_\_.
3. Establish research milestones. My first research milestone will be \_\_\_\_\_  
\_\_\_\_\_.  
My goal date for completion of this milestone is \_\_\_\_\_.
4. Keep a **written record** of all activity related to the research. This includes maintaining a log of hours worked (even if not paid on an hourly basis) and a log of which activities were accomplished during each work shift.
5. When in doubt, ask questions promptly.
6. Promptly report any concerns about safety, equipment failure, and/or ethics.
7. Maintain a positive attitude.
8. Demonstrate resilience.
9. Arrive to all meetings prepared, bringing your **written record** of all activity related to the research.
10. Again, communicate regularly.