

Northwestern's BME MS Mentor/Mentee Agreement

Instructions: Please schedule a mentor/mentee meeting to discuss the four questions below as well as the criteria for satisfactory academic progress. Upload the completed and signed form to the "Documents" section of GSTS.

1. Goals (what you hope to achieve as a result of this mentorship, e.g., gain perspective relative to skills necessary for success in academia, explore new career opportunities/alternatives, obtain knowledge of organizational culture, networking, leadership skill development, etc.):

2. Steps to achieving goals as stated above (e.g., meeting regularly, manuscripts/grants, collaborating on research projects, steps to achieving independence, etc.):

3. Meeting frequency (frequency, duration, and location of meetings):

4. Plan for evaluating relationship effectiveness (e.g., bi-annual review of mentorship meeting minutes, goals, and outcomes/accomplishments):

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Satisfactory Academic Progress Criteria

Criterion	Set by	Consequence for Failing to Meet Criterion	Probation Length	Appeal-Eligible
Students must maintain a cumulative GPA greater than 3.0	TGS	Probation followed by exclusion if not remedied during probation	2 quarters	No
Students must have 3 or fewer X/Y grades	TGS	Probation followed by exclusion if not remedied during probation	2 quarters	No
Students must complete the MS within five years from initial registration	TGS	Probation followed by exclusion if not remedied during probation	2 quarters	No
Students must make satisfactory research progress (meet milestones as outlined in handbook as determined by committee and/or Director of MS Program)	BME	Probation followed by EITHER 1) exclusion or 2) switch to non-thesis program if not remedied during probation	5 weeks	Yes
Students must make satisfactory progress writing thesis (as determined by the committee and/or Director of MS Program)	BME	Probation followed by EITHER 1) exclusion or 2) switch to non-thesis program if not remedied during probation	5 weeks	Yes
Students must communicate with program and/or advisor (as assessed by the committee and/or Director of MS Program)	BME	Probation followed by exclusion if not remedied during probation	5 weeks	Yes
Students must have a research advisor by mid-Winter quarter of their first year.	BME	Probation followed by EITHER 1) exclusion or 2) switch to non-thesis program if not remedied during probation	5 weeks	Yes

Student Signature:

I affirm that I have read the [student handbook](#) and have discussed the four questions above as well as the satisfactory academic progress criteria with my thesis mentor.

_____ (printed name)

_____ (signature)

Advisor Signature:

I affirm that I have read the thesis mentor guide (sent by email) and have discussed the four questions above as well as the satisfactory academic progress criteria (with associated consequences and probation lengths) with the above student.

_____ (printed name)

_____ (signature)

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Handbook: <https://www.mccormick.northwestern.edu/biomedical/academics/graduate/masters/bme-ms-program-handbook.pdf>

References: <https://ictr.wisc.edu/documents/mentorship-agreement-template/>