

NEUROSCI 399 Spring 2026 faculty-student agreement (required)

Fill out blanks with your **faculty mentor and in-lab mentor** and sign

- Hours expected in lab _____
- If the student will not attend at this time due to an emergency or by agreement, how will that emergency or agreement be documented? Are there limits to the amount of time missed? _____
- Scientific record-keeping expectations _____
- What literature reading is expected? _____
- Lab meeting expectations (attend? speak? present?) _____
- Individual meetings (we encourage meetings between faculty and student at least twice per quarter to directly report work and receive guidance) _____
- Specific resources for student if experiments are not working? _____
- Are there additional expectations for this internship? _____

Responsibilities of the student:

- **Attend lab as agreed upon (miss ONLY if you are sick AND have an NU excuse)**
 - <https://www.northwestern.edu/healthservice-evanston/medical-services/academic-work-missed-for-medical-reasons/>
- Good lab citizenship – clean up, replace if reagents run out, don't borrow w/o asking, attend to your and your labmates' safety, etc.
- Focus on lab work– do not text, phone, or websurf
- Complete work as agreed upon
- If there is “down time”, do something constructive, e.g.
 - Help someone with their work
 - learn a new technique from someone else
 - clean up the lab
 - get ahead on reading literature related to your work
- Ask for help promptly as needed
- Aim for increasing independence and self-sufficiency
- Meet writing deadlines
- Meet other lab expectations

Responsibilities of the mentor and lab:

- Provide training in scientific methods, ethical practice of science, and critical thinking
- Discuss project with student at both detailed and conceptual levels
- Assign and discuss primary literature
- Give feedback on proposal and end-of-quarter research progress report
- **Provide constructive feedback to the student on their performance and development. This should come early, often, and if negative, should be followed up in writing. If the student is not meeting expectations, this will provide the opportunity for improvement within the quarter.**

Signatures in margin: faculty, in-lab mentor, student