



UCF Office of  
**UNDERGRADUATE  
RESEARCH**

## RESEARCH MENTEE EXPECTATIONS

- Be on time for appointments, events, meetings, and your structured research hours.
  - When you are late, it suggests that YOUR time is more important than the time of OTHERS.
- Do not look at or use your phone during meeting time or when doing research.
  - If there is an emergency, excuse yourself and step out to receive a call.
- Check emails regularly, and respond to research project-related emails within 24 hours.
  - For formal exchanges, wait until you are in front of a computer to reply instead of emailing from your phone.
- Ask questions- Do not guess or be unclear.
  - This shows you are taking initiative to understanding the material being presented.
- *Actively* listen- Pay attention, show that you're listening, and provide feedback.
  - Take notes, when appropriate, in a research notebook. Keep the notebook with you during any part of the research process.
- Ask for feedback on your progress and ways you can improve.
- Take ownership of your experience.
  - Take responsibility for setting and sticking to personal goals.
  - Communicate those goals to your mentor.
- Smile and be positive. As a mentee and researcher, even when you are tired, sick, or having a bad day, you have to learn to push forward.
- Be prepared. Lack of preparation is not only reflective upon you but also of the entire research lab/team.
- Always strive to conduct yourself in a mature, professional manner.
- Be present, mentally and physically. Give your attention and your best at all times.
- Dress appropriately to the situation, program, or event.
- Follow through on your commitments, but say “no” when you need to.
- Be a team player. There is no “I” in team. Everyone’s opinion matters and research is a collaborative process.
- During “down time”, read articles, manuals, work on understanding why/how techniques/equipment work...learn something new.
- Understand that for the lab, research is a BUSINESS, not just a hobby. Funding, jobs, and futures depend on the productivity of the research.

Are you stuck in a situation? Contact the Office of Undergraduate Research at [our@ucf.edu](mailto:our@ucf.edu) or 407-823-3125. In many cases we can help.