

UCLA Molecular, Cell & Developmental Biology Outside Faculty Mentor Agreement

Students conducting research with faculty mentors not listed as MCDB faculty members on the [MCDB Faculty](#) webpage must submit the Outside Faculty Mentor Agreement. This is to ensure that the faculty member is aware of their responsibilities when mentoring a student enrolled in an upper-division MCDB research course, such as MCDB 198A-D, 199, or 199A-D.

Student Information

Student Name	
Student UID	
Quarter	☐ Fall ☐ Winter ☐ Spring ☐ Summer
Year	
Course	☐ MCDB 198A-D ☐ MCDB 199 ☐ MCDB 199A-D

Faculty Information

Faculty Mentor Name	
Director Supervisor Name (if different from the Faculty Mentor)	

Responsibilities of the Faculty Mentor

- Before the start of the quarter, guide student in development and preparation of a project proposal that adheres to [proposal guidelines](#). Review and sign proposal prior to student submitting it to the MCDB department by 5:00 PM on Monday of Week 2.
- Supervise student in the lab. Mentor student in their research experience, directly or through experienced lab member. Student must commit to their research project a minimum of 12 hours per week, but you should not require more than 20 hours per week.
- At the end of the quarter, review student's final paper. It should follow the guidelines provided on the webpage for the course in which the student is enrolled. Sign the final paper to confirm you reviewed it prior to student submitting to the MCDB department by the deadline.
- Submit student's final grade online via [Gradebook](#) by the [grade submission deadline](#) *only once you have reviewed the final paper*.

Responsibilities of the Student

- Before the start of the quarter, develop and prepare a project proposal that follows the [proposal guidelines](#).
- Commit a minimum of 12 hours per week to research project.
- At the end of the quarter, complete a final paper that follows the guidelines provided on the webpage for the course in which you are enrolled. Submit final paper to faculty mentor and MCDB department by the deadline.

I understand my responsibilities as the faculty mentor and those of my student.

Signature of Faculty Mentor	
Date	