**2022 T35 Big Data Health Science Scholar Program for Infectious Diseases**

Mentor/Trainee Learning Contract

Due: 5/27/2022 at 4:00pm Est

**Overview of this Document**

Once a T35 mentor is matched to the trainee, they will work in concert with the departmental advisor/secondary mentor (if applicable) to develop an individual development plan through a structured educational learning contract, which will in turn be reviewed and approved by the PDs. This document is how mentors and trainees will be held accountable in their collaborations and will offer a “road map” for achieving their unique desired outcomes. This form will be broken down into the following sections and sub-sections (please note that the included page number suggestions can be manipulated when necessary):

1. **Goals and Outcomes of the Mentorship** *(~1-2 pages total)*
2. **Specific Roles and Expectations of Each Party** *(~1-2 pages total)*
   1. **Mentor Roles** *(~0.5-1 page)*
   2. **Trainee Roles** (~0.5-1 page)
3. **Mentor/Trainee Activities** *(~2.5-3.5 pages total)*
   1. **Mentor Webinar** *(~0.5 page)*
   2. **Journal Club** *(~0.5 page)*
   3. **“Chill and Chat”** *(~0.5-1 page)*
   4. **Professional Development and Responsible Conduct of Research** *(~1-2 pages)*
4. **Plans and Objectives for Submission of a Draft Manuscript** *(~1-3 pages)*
5. **Additional Logistics and Planning for the One-Year Formal Mentoring Relationship** *(No page limit, additional sub-sections may be added as necessary)*
   1. **Plans for Joint Attendance at Academic Conferences and Meetings** (where necessary, can be updated) *(no page limit)*
6. **Conflict Resolution Agreement** *(check boxes)*
7. **Signatures**

As you and your mentor work together, you will regularly review and revise this learning contract to ensure that all goals are met and any mutually agreed upon changes are documented. These contracts are expected to be unique for each trainee, depending on previous professional and research experience. As part of the learning contract, short-term outcome data such as presentations, didactics/conferences, and continued real-time monitoring of your scholarship activities (publications and conference submissions) will be monitored.

If you have any questions about this document, please email Ms. Audrey Auen, Program Coordinator ([akkuhn@email.sc.edu](mailto:akkuhn@email.sc.edu)) unless otherwise indicated in the section.

**Section 1: Goals and Outcomes of the Mentorship (~1-2 pages)**

Description: In this section, please explain the goals and outcomes that you wish to achieve during this mentorship experience. This will be unique to each individual and can include topics ranging from broad categories such as “gaining a practical understanding of Big Data applications for infectious disease research by…” to more specific topics, such as “applying data science to create infectious disease algorithms…”. Your mentor will likely want to use your class syllabi and schedule as a jumping-off point, which will also help you outline your goals in a realistic way. This section is where you will define the overall experience you will have with your mentor which will involve setting several goals and anticipated outcomes of the mentorship. Also please remember to make your goals “SMART” (specific, measurable, achievable, relevant, and time-bound). More information on SMART goals can be found [here](https://www.ucop.edu/local-human-resources/_files/performance-appraisal/How%20to%20write%20SMART%20Goals%20v2.pdf). To guide your discussion, please note that you must select at least 3 of the 5 following research activities (please check the boxes next to the activities you plan to complete, you are welcome to pick more than 3), and please don’t forget to specify where your activities will be taking place (as relevant):

Attend research meetings, including meetings with state agencies or healthcare systems where the data are derived

Complete research tasks such as data management, development of codebook, data directory, and IRB submission/renewal

Engage in data analysis on either existing topic(s) by the research team or new topic(s) initiated by the trainees and mentors

Manuscript writing on either existing topics or new topics

Presentation of research findings at various dissemination outlets such as academic conferences related to infectious disease or public health

**Section 2: Specific Roles and Expectations of Each Party (~1-4 pages total)**

Description: This is where you will outline the specific responsibilities and expectations for you and your mentor to achieve the goals and outcomes you’ve outlined in the previous section. You will define your role in the mentor’s research project, your mentor’s role in your research, etc. Again, this will be unique to each individual and may build upon the syllabi and class scheduling to make this experience an effective learning tool.

***2a: Mentor Roles and Expectations (~0.5-2 pages)***

***2b: Trainee Roles and Expectations (~0.5-2 pages)***

**Section 3: Mentor/Trainee Activities (~2.5-3.5 pages total)**

Description: In this section, you and your mentor will decide on the specific logistics for fulfilling each of the mentor/trainee activities. Please carefully read the description for each sub-section.

***3a: Mentor Webinar (~0.5 page)***

Description: Each mentor will conduct one 90-minute training on topics related to her/his/their research expertise per year through a live virtual webinar or a live in-person seminar to be recorded. The webinars will be open for all trainees to attend, but your webinar will require both you and your mentor to be present at a minimum. All webinar recordings must be submitted to Ms. Audrey Auen, Program Coordinator, ([akkuhn@email.sc.edu](mailto:akkuhn@email.sc.edu)) no later than one week after the session is scheduled to take place and will be archived to the T-35 website resource page. This section is meant to document your plans for this activity, please respond to the following guidelines:

1. **Please document the date and time that the webinar will be held (please reference the calendars in the T35 Trainee Guide to ensure that this does not overlap any scheduled activities)**:
2. **Please document whether this will be in-person or virtual**:
3. **If virtual, please indicate the platform to be used**:
4. **Please document the topic that this webinar will focus on**:

***3b: Journal Club (~0.5 page)***

Description: You can think of your journal club session as a reversed perspective of the mentor’s webinar as discussed in the previous sub-section. Instead of the mentor presenting their research, you will present a relevant research article to your peers and mentor (and your peers will be required to attend). Each month during the summer session, each trainee will read and discuss a relevant published peer-reviewed article from a high-impact medical, public health, or socio-behavioral journal applying data science to infectious diseases. Both mentors and trainees will select the articles and will choose a day and time slot option (of the choices given in the form linked below, on a first-come basis) that works for both the mentor and trainee to attend and present. On your selected day, you will lead a 30-minute presentation on the article (presenting to both your peers and your mentor), followed by a 15-minute discussion/Q&A. Discussions will focus on the importance of the research within the context of current issues in BDS for infectious disease, and responsible conduct of research. In addition, the discussions will consider the theoretical framework of the research and methodologies, including analysis, and the interpretation of those data. All articles will be archived (either as PDFs or links) on the T35 website resource page. Please respond to the following guidelines:

1. **First, please choose your time slot through this form (make sure the date and time works for both you and your mentor)**: <https://forms.gle/yL4rfAuKqdzc96Kr5>
2. **Once you have submitted the form, please document the time slot you have chosen (you will receive an email receipt of your selection)**:
3. **Title of the article you have selected**:
4. **Abstract of the article you have selected**:
5. **Link to the article you have selected (full article)**:

***3c: “Chill and Chat” (~0.5 page)***

Description: You and your mentor will be required to meet once per week for an interactive lunchtime called “chill and chat”. This will be for a total of 12 hours during the training program. Meetings can either be in-person or virtual. Your “Chill and Chat” documentation form is located on page vi of this T35 Trainee Guide, which is to be completed, signed, and submitted to Audrey Auen ([akkuhn@email.sc.edu](mailto:akkuhn@email.sc.edu)) by the end of the program (7/27/2022). For the purpose of this learning contract, please list the anticipated number and types (face-to-face/email) of meetings you plan to have (think of this as a meeting schedule):

***3d: Professional Development*** ***and Responsible Conduct of Research (~1-2 pages)***

Description: You and your mentor will be expected to engage in various professional development activities as a part of your experience. In this section, you will outline how you and your mentor plan to incorporate professional development into your mentorship, which will be unique to each individual. These activities can focus on networking, improvement in research productivity, and career trajectory as appropriate to meet your individual needs. You will also need to include an outline for how you plan to incorporate responsible conduct of research into your experience.

**Section 4: Plans and Objectives for Submission of a Manuscript (~1-3 pages)**

Description: As a part of this program, you will be expected to collaborate on the submission of a draft manuscript over the course of the year. This will be the main “deliverable” of your mentorship experience and will be subject to real-world support from our NIH funders (i.e., manuscript publishing, presenting at conferences, etc.). This is your chance to work alongside experts in the field to have your name on published research! For questions about this section, please contact Dr. Banky Olatosi, PI/PD, at [olatosi@mailbox.sc.edu](mailto:olatosi@mailbox.sc.edu).

**Section 5: Additional Logistics for the One-Year Formal Mentoring Relationship (No page limit, additional sub-sections may be added as necessary)**

Description: This section is meant to hash out any other business from the preceding sections and is meant to describe any other aspects of your year-long mentoring relationship that has not been previously covered in this document. As a default, this section only contains one subsection (section 5a), but you and your mentor are welcome to add more subsections as needed.

***5a: Plans for Joint Attendance at Academic Conferences and Meetings (where necessary, can be updated) (no page limit)***

Description: You will have support to attend related academic conferences to which you have a podium presentation accepted to learn more about Big Data research applied to infectious diseases, network with other professionals in the field, and present the findings from your own research. In this sub-section, you will document such plans as they come. You may not have any invitations in your first week, but this is a “living” document that can be updated as needed.

**Section 6: Conflict Resolution Agreement (check boxes)**

Description: In this section, you and your mentor will indicate that you have read and agree to the conflict resolution process.

Diagram

Description automatically generatedAs with anything in life, a conflict may occur within two parties. A mismatch is a potential occurrence, and could be attributable to differing professional interests, perspectives, personalities, and mentoring styles. If this occurs, the PDs (Drs. Hikmet and Olatosi) will communicate with both the mentor and trainee separately and work with them to determine the exact nature of the conflict and potential resolutions to that conflict. The T35 mentor and trainee will be encouraged to communicate directly with one another to address the issues, and the PDs will be available as mediators. A similar approach will be applied in the event of conflict between the departmental mentor and T35 mentor. Since this relationship is designed to be mostly informational, channels of open communication will be maintained. PDs will contact all departmental mentors to ensure they are being engaged in the process. Should the PDs determine that a mentor relationship is not meeting the program requirements, the PDs will dissolve the relationship and identify and assign a new mentor to the trainee. The same conflict resolution strategy will be applied should there be any conflict between the trainee’s primary mentor and other mentors in the T35 program. If a trainee or a mentor leaves the T35 program prior to completion, the trainee or mentor will be interviewed by the PDs to document their reasons for leaving the program, including their perspectives on problems in the design and structure of the T35 program. If you run into any conflicts with your mentor, please contact Dr. Banky Olatosi ([olatosi@mailbox.sc.edu](mailto:olatosi@mailbox.sc.edu)) or Dr. Neset Hikmet ([nhikmet@cec.sc.edu](mailto:nhikmet@cec.sc.edu)).

Figure 1: T35 Conflict Resolution Process

By checking this box, I (the trainee) indicate that I have read, understand, and agree to the conflict resolution process outlined by the T35 program

By checking this box, I (the mentor) indicate that I have read, understand, and agree to the conflict resolution process outlined by the T35 program

By checking this box, I (the secondary mentor, if applicable) indicate that I have read, understand, and agree to the conflict resolution process outlined by the T35 program

**Section 7: Signatures**

By signing in this section, you agree to all that has been outlined in this individual development plan (“Learning Contract”).

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(*Trainee’s Name: Printed*)

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(*Trainee’s Signature*)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*Date of Trainee’s Signature*)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*Mentor’s Name: Printed*)

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*Mentor’s Signature*)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*Date of Mentor’s Signature*)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*Secondary Mentor’s Name (if applicable): Printed*)

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*Secondary Mentor’s Signature (if applicable)*

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(*Date* of *Secondary Mentor’s Signature (if applicable)*