

Quick Guide for Faculty Mentors and Summer Research Scholars

	Faculty Mentors	Research Scholars
<i>Prior to the Start of Summer Research</i>		
<i>On Your Own</i>	<ul style="list-style-type: none"> • Expectations for work and summer goals • Project Description in Accessible Language (1-2 pages) delivered to Student Researcher at least 1 week prior to start of research 	<ul style="list-style-type: none"> • Professional Development Goals for Summer Research • Career Goals
<i>With Your Research Scholar/ Mentor</i>	<ul style="list-style-type: none"> • Gather literature • Conceive of and think through project – perhaps share with a peer • Order supplies 	<ul style="list-style-type: none"> • Read Project Description • Write 5-10 questions for mentor based on Project Description
<i>First Day of Summer Research</i>		
<i>On Your Own</i>	<ul style="list-style-type: none"> • Ensure New Student Researchers are aligned with LSAMP and HR • Meet to go over Expectations, Project Description and Career Goals (0.5 hours for every student) 	<ul style="list-style-type: none"> • Arrive appropriately dressed and early • Arrive prepared with Project Description and Career Goals • Arrive prepared with questions about Project Description • Take careful notes and ask questions about ANYTHING that is confusing
<i>With Your Research Scholar/ Mentor</i>	<ul style="list-style-type: none"> • Introduce all laboratory members • Introduce all Research scholars to departmental personnel • Tour departmental spaces (including research space) • Review safety considerations • Review best practices for notebook and record keeping 	<ul style="list-style-type: none"> • Introduce yourself to labmates • Inquire about others career goals • Inquire about others' research projects
<i>First Week of Summer Research</i>		
<i>On Your Own</i>	<ul style="list-style-type: none"> • Distribute poster template and literature • Ensure that students understand their obligation to the Program • Keep an open door. Be a regular physical presence in the research space – Students should see you early and often! • Check in with other Mentoring Personnel for support and guidance 	<ul style="list-style-type: none"> • Show your commitment through good work ethic – on time and productive • Maintain good research and safety practices • Resolve any conflicts quickly – experimental or otherwise – with your Mentor • Check in with other Student Researchers for support and guidance

Quick Guide, cont.

	Faculty Mentors	Research Scholars
<i>Midway through Summer Research</i>		
<i>On your own</i>	<ul style="list-style-type: none"> Assess the project – Is it working? Does it need to be changed? Assess the materials – Do more things need to be ordered? Assess how the Student Researcher is spending their time 	<ul style="list-style-type: none"> Look back at the Project Description – Are you on track? Continue to work on the Poster Continue to read the selected literature Update your resume with your new skills and experience
<i>With Your Research Scholar/Mentor</i>	<ul style="list-style-type: none"> Assess progress of the Poster Assess grasp of the selected literature Check their notebooks to ensure proper record keeping 	<ul style="list-style-type: none"> Discuss any problem areas Discuss how your research experience is aligning with your career goals Ask for assessment on your progress from your Mentor
<i>End of Summer Research</i>		
<i>On your own</i>	<ul style="list-style-type: none"> Write project wrap-up for each project so you know where you left off. Update recommendation letter for all students so that you remember the outstanding things your students did. 	<ul style="list-style-type: none"> Reflect on your experience Practice and give Poster Presentation Update resume Ensure all records/inventory/data is in order
<i>With Your Research Scholar/Mentor</i>	<ul style="list-style-type: none"> Inventory materials and supplies Communicate where data is stored and ensure appropriate annotation Check over notebooks and other records Show appreciation for your Student Researcher’s hard work 	<ul style="list-style-type: none"> Reflect on your experiences and discuss “next steps” Show appreciation to your mentor and program for the opportunity

de la Mora, A., Geisinger, B. N., & Raman., D. R. (2015). *Students’ mentoring experiences: Validating an instrument with an alternative population*. Paper presented at the American Evaluation Association Annual Meeting, Chicago, IL.

Raman, D. R., Geisinger, B. N., Kemis, M. R., & de la Mora, A. (2016). Key actions of successful summer research mentors. *Higher Education*, 72(3), 363-379. doi:10.1007/s10734-015-9961-z

Raman, D. R., Geisinger, B. N., Kemis, M. R., de la Mora, A., & Moore, M. (2014). *386517 Implementation Strategies for a Large, Multi-Institutional REU Program and Key Actions of Successful Summer Research Mentors*. Paper presented at the 14 AICHE Annual Meeting, Atlanta.

Produced by IN LSAMP Mentor Handbook Committee: Dr. Mary Konkle, Ball State University, Committee Chair
 Dr. Raj Raman, Iowa State University Ms. Michelle Quirke, IUPUI
 Dr. Pamela Shaw, Indiana University Dr. Kari Terhune, IUPUI



NSF Support Acknowledgement and Disclaimer *This material is based upon work supported by the National Science Foundation under Grant No. 1618-408. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the National Science Foundation.*