

Faculty Research Mentee

Purpose: To improve the graduation and retention rate of STEM students via faculty mentoring. This will serve the students by creating a collaborative subculture between the faculty member and his/her protégé and providing a growth opportunity and professional development skills for the protégé. Students will acquire coaching, counseling, and a nurturing environment to develop their academic and social skills.

Definition of Faculty Research: Student mentees will work on a research project assigned by their faculty mentor and gain hands-on experience in their field of study, or a related field.

Requirements: Undergraduate STEM students who have successfully completed the sophomore year and have at least a 3.0 GPA may participate in the faculty research program. Positions and placement with a professor will be based on faculty availability and first-come first-serve.

Expectations: Students are expected to work with the faculty mentor or his/her graduate assistant at least 1 hour per week. Student participants are expected to prepare a poster and present their research at the TLSAMP Undergraduate Research Conference in the Fall AND at the UTK Undergraduate Research Fair in the Spring.

Dates: The term of the mentoring relationship is one semester, with a minimum of 10 weeks. Arrangements may be made if the faculty member and the student would like to continue working on the research project for the next semester.

Financial Assistance:

Amount: \$500 maximum per semester.

Expectations: The hourly rate is \$8.00, contingent upon participation in the research conference at the end of that semester and submission of the research log and weekly progress report. Students will be credited the next semester if the research does not produce a paper or poster, and they must postpone the presentation until the next conference. Students must work consistently on the research, with a minimum of 1 hour and a maximum of 5 hours each week. Students will receive an additional \$50 to cover conference expenses (for each conference).

Faculty Mentoring Packet Instructions for Students

1. A mentor, a faculty member in your field of study or a related field, will be assigned to you.
2. At the first meeting with your mentor, you and he/she will complete the **Mentor Agreement Form**. You should come to the meeting with your expectations identified. (Each of you may have to adjust your preliminary expectations during this meeting.)
3. Complete the **Mentor Agreement Form**. **Both** you and your mentor must agree to its contents, and indicate acceptance by signing it. Bring the signed form to Valeria Clark in 110 Estabrook Hall. She will make two copies (one for you and one for your mentor) The TLSAMP Office will keep the original on file.
4. If you change mentors, you and your new mentor must complete the aforementioned **Mentor Agreement Form**.
5. **The Mentoring Session Record/Time Sheet** should be confirmed by your mentor **each week**. This log of attendance will serve as your time sheet and the weekly progress report. You should list the date and hours that you worked, a short description of what you did, and have it verified and signed by your mentor. This sheet will need to be completed and signed by your mentor at the end of each week and turned in by 5 pm the following Monday to Valeria Clark in the TLSAMP Office in 110 Estabrook Hall.
6. You will also be supplied a **LOG BOOK** to record your weekly activities. A detailed record of what you did, its purpose, and its results should be maintained for each session. This log will be turned-in and signed by the mentor at the end of the term.
7. Additionally, the **Mentoring End of Semester Review Form** is required at the end of the term. This form provides feedback on the success of the mentoring experience. (To receive credit for your meetings and become eligible for the stipend, all forms and the Log Book must be turned-in to the Mentoring Coordinator.)

Mentor Agreement Form

Mentor: _____
Name, E-mail, Phone #

Protégé: _____
Name, E-mail, Phone #

Mentors Expectations:

Protégé's Expectations:

Mentorship Alliance Duration:

Frequency and Type of Meetings:

Additional Points:

We have discussed and agreed to a mentorship alliance with the understanding that: 1) we will maintain confidentiality; 2) this is a no-fault partnership that is external to job supervision; 3) this agreement can be dissolved at any time upon request from either partner; and 4) should a problem arise that cannot be resolved, we will seek advise and/or counsel from the mentoring program coordinator.

Mentor Signature: _____ **Date:** _____
Protégé's Signature: _____ **Date:** _____

Mentoring End of Semester Review

Mentor: _____

Protégé: _____

What went well?

What didn't go so well?

Main Concern for follow up:

Would you like to participate next semester?

Mentor's Signature: _____ **Date:** _____

Protégé's Signature: _____ **Date:** _____