

Hubbard Brook Research Experience for Undergraduates (REU) Expectations for Mentors

The success of the HB REU program administered by HBRF depends upon mentoring provided by mentors to students. The goal is to foster a positive, supportive relationship with the mentee. The mentor is to guide the REUs from a relatively dependent to as independent status as their research competency grows. Mentors must be prepared to spend time and energy teaching the mentee about the project. This includes key ecological concepts, field techniques, research design and statistical methods. We also hope that mentors will facilitate career information, networking and professional skills development.

Some of the key expectations for mentors (adapted [from SEEDS mentor expectation](#)) include:

Will you:

Before the summer

1. Schedule interview with students. Be explicit during the interview and hiring process regarding what the student will be doing, hours needed to work, working conditions, scope of independence they will have in their work, etc.

During the Summer

Weekly:

2. Meet regularly with student(s) to discuss:
 - The overall research project.
 - Data analysis (1-2 hours a week of statistics).
 - Student progress including concerns, questions, and other research opportunities.

Weeks 1 - 2:

3. Work with student(s) daily for the first 2 weeks of the program to design research questions and methodologies. If graduate students will be significantly involved in guiding students, please include them in the discussion as appropriate with sensitivity to allowing students to create their independent research. Keep in mind that Fellows may not have any prior research experience.

Weeks 3 - 4:

4. Meet at least twice a week with student(s) to discuss research, data, and student progress.

Rest of the Summer (Weeks 5-11 as relevant)

5. Meet regularly with student(s), **at least once a week** to discuss research, data, and student progress.
6. Provide reasonable amount of work time for student to prepare for a presentation on site (if organized).
7. Be available (in person, via email or telephone) during the last two weeks of the program to provide assistance to the student in preparing for any presentation at your site.

Checklist of items to submit to ESA

1. CC email notification of offer to student/s.
2. Completed and signed Summer Research Information Form.
3. Schedule of enrichment activities that students may participate in: scientific seminars, education and outreach activities etc. Please provide dates, times, speakers, topics or activity description. Include the end of summer symposium for student presentations if you are arranging one.
4. Approved Research Proposal (to be submitted by student)
5. SEEDS Evaluation survey of Fellowship experience

Please submit required items to Fred Abbott, ESA Diversity Programs Coordinator at 202-833-8773 or fred@esa.org