

### **MPEE Mentor Responsibilities:**

- 1) **Set expectations:** The mentor is expected to clearly define the role of the student in the project and set expectations, preferably in a one-on-one meeting. The mentor helps the student to formulate a research project. This project is often not one that the student creates on their own, but instead is often an extension of ongoing research of the mentor's.
- 2) **Help student to develop the MPEE proposal:** Although the MPEE proposal must be written by the student, the mentor should help guide the student through this proposal. The mentor must review and sign this proposal.
- 3) **Engage the student in educational activities relevant to the proposed project:** The mentor is expected to ensure inclusion of the mentee in journal clubs, research meetings, and other research-related activities that are connected with the project that the student is involved with. The mentor is expected to help direct the student towards relevant background literature/reading.
- 4) **Ensure research compliance:**
  - If applicable, students must be added to IRB approved protocols and complete required CITI training for use of Human Subjects in Research. *It is the mentor's responsibility to determine whether IRB approval is needed, and to guide the student in anything needed to be added to appropriate IRB protocols for their intended projects, in a timely manner prior to the project's proposed start date.*
  - If applicable, students must be added to IACUC approved protocols and complete required CITI training for use of Animals in Research. It is the mentor's responsibility to determine whether IACUC approval is needed, and to guide the student in anything needed to be added to appropriate IACUC protocols for their intended projects.
- 5) **Follow-up meetings:** The mentor is expected to meet with the mentee periodically to answer any questions for the student and guide them as necessary.
- 6) **MPEE presentations in spring of Y2:** MPEE students are required to deliver a presentation on their research project. The mentor is expected to review the presentation with the student prior to the final presentation.
- 7) **Final evaluation:** The mentor may complete a final evaluation of the student at the end of the project. Evaluation criteria typically include: 1) Research Effort (whether the student worked an adequate number of hours and participated in research-related educational activities pertaining to the project); 2) Performance & Contribution (Satisfactory or Unsatisfactory); 3) Professionalism; 4) Communication (student communicated effectively with mentor & peers; student was punctual and dependable).

### **Mentor Checklist**

- ☐ Meet with student to discuss role and expectations
- ☐ Help the MPEE student to develop a proposal – review proposal and sign
- ☐ Help direct the student towards relevant background literature/reading
- ☐ Regular meetings set up with mentee
- ☐ Research compliance completed if applicable
- ☐ Educational activities related to the project shared with the student
- ☐ Review presentation/slides for MPEE presentations scheduled in spring of Y2
- ☐ Evaluation completed at the end of the year