Welcome New UROP Mentors!!!

This sheet provides information for you to start working with UROP students this year. Additional information is posted on the UROP website Research Mentor and Events tabs and will be included in a CTools site.

The staff is here to help make this a positive experience for everyone. Please call or email us with any questions or concerns. You will also get an email from your student's UROP Peer Advisor who is another valuable resource for you and your student.

Finding UROP Students for Your Projects

- Beginning September 8, interested students will email you their resumes to request an interview. You decide who you want to interview and how many interviews you want to conduct.

- At the interview let the student know when you will make the offer decision. Students apply to many projects. If you offer the position to a student who has another interview scheduled, we ask that you let the student make the decision after that interview.

- When you have selected your student or do not have any more interview openings, contact the UROP office to close your project.

- If no students have contacted you by September 19, let us know and we will promote your project.

- Students should begin working by October 1st at the latest.

Contract and Timesheets

- When students accept an offer, they need to come to the UROP office to pick up a one page contract for you and the student to complete. After turning in the contract to the UROP office, the student can start working on your project.

- After your student's contract is processed, you will be emailed instructions for approving biweekly timesheets. You can authorize one person in addition to you to sign the student’s timesheet by completing the back of the contract.

UROP Student Program Components

- Research/Scholarly work with the mentor

- UROP Peer Advisors
  Students are assigned to one of the UROP Peer Advisors (PA). PAs are upperclassmen and former UROP students. Students meet with their PAs on a regular basis during seminars and individual monthly meetings. The PA serves as a liaison between you and the student in case you have questions or issues.
• **Research Seminars**
  Students attend mandatory seminars which are facilitated by the student’s PA. Topics covered include research methods, research responsibility and integrity, cutting edge research, reading the peer reviewed literature. There are 6-8 seminars each semester. If you or a member of your research team would be interested in speaking at a seminar please contact the office.

• **Skill-building Workshops**
  To help students make active contributions to your work, UROP offers skill-building workshops including Library Research, SPSS, STATA, Matlab, GIS, Refworks, Keeping a Laboratory Notebook and Lab Math. Workshops will be posted on the Events tab of the website.

• **Student Abstract**
  Students will be asked to submit an abstract about the project by December 5, 2014 and should share the abstract with you in late November for your review and signature. The purpose of this abstract assignment is for you to see if they understand the project, its goals, and the work they are doing to contribute to the project.

• **Spring Research Symposium**
  Most students will present their research during one of the poster sessions in April.

• **Evaluation and Grade**
  The student’s grade is based on evaluations of the mentor and peer advisor. In late November or early December the student will bring you a one-page evaluation to be completed by you together. In April, we will ask you to submit an evaluation and grade to the UROP office.

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**Student’s first days working on your project: best practices**

• **Orient** your student to your project and the research team.

• **Clarify** your goals and expectations.

• **Promote questions** and discussion

• **Set up a regular schedule** for your student with set hours and times to meet.

• **Establish clear communication**, e.g. if student has questions, should they schedule a meeting with you, drop-in during specified hours; if you email each other, what is the turnaround time to reply; if either of you needs to change the schedule because of conference or exams, how much lead time will you give.

• **Provide background readings** and other resources so students understand the overall purpose and scope of the project and how their work contributes to the overall project.

• **Discuss** with your students know which UROP **skill-building workshops** they should take. Workshops include Scholarly Resources, SPSS, STATA, Matlab, Endnote, Refworks, the Laboratory Notebook, Lab Math. Workshops will be posted on the UROP website Events tab.

• **Make sure to discuss the ethical issues** students may encounter such as confidentiality, who owns the data, plagiarism, and the purpose of the lab notebook and other source documents.

• **Take an interest in your students**, their classes and life as a university student.

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