

Guidelines for Mentors

Thank you for agreeing to mentor our Senior Research Mentorship Students.

The students will be at their mentorship locations **either** each and every Tuesday or each and every Thursday, regardless of the school calendar. Please let the student and his/her PMSA Research Mentorship Facilitator know if/when your institution has a holiday or is on vacation.

The student is expected to bring:

- identification
- his/her attendance signature sheet
- any assigned research/readings/preparation from the previous week
- any questions for the mentor
- his/her "Reflection and Next Steps" log

The student is expected to:

- be on time and ready to work
- participate in academic discussions with the mentor
- ask questions if anything is unclear
- be fully engaged in the mentorship and research process
- be appropriate in all mentorship location interactions
- conduct him/herself in a professional manner at all times
- be an independent, self-directed researcher and not a distraction to the professionals at the mentorship site

The Initial Mentor/Student meeting--Please inform the student of the following:

- His/her start and end time (it can be flexible, but must be a minimum of 5 hours)
- His/her lunch/break options
- Your phone number and email contact information as well as those of the researcher with whom he/she will be working (if different from yourself)
- Who will be your designee if you will not be there on their mentorship day (i.e. who will sign their attendance sheet and assist them with their research)
- Workplace procedures, expectations and safety (including dress code, protective gear)

Attendance:

- Students are expected to be on time and prepared to participate each and every Tuesday or Thursday.
- Students are expected to be at their mentorship location and engaged in research-related activities for a minimum of 5 hours.
- Students need to have the mentor or the mentor's authorized agent sign their attendance sheet at each meeting and indicate the time in and time out.
- **Please contact the student's PMSA Research Mentorship Facilitator via e-mail immediately if the student is absent or arrives late.**
 - Matt Brown (mbrown@pths209.org)
 - Darlyne Delaney (ddelaney@pths209.org)

Mentor Responsibilities:

- Please sign the student's attendance sheet on a daily basis. If it is not signed and/or if the student does not submit it to the attendance clerk at PMSA, their absence remains UNEXCUSED.
- Please spend at the minimum, a few minutes at the beginning of each mentorship day with the student to discuss the work they have done in the interim and the work they plan on conducting that day.
- Please discuss the student's "Reflection" and "Next Steps" with them at the end of each mentorship day and sign off on their "Reflection and Next Steps" Log.
- The student does not need to be "glued to your side" for the entire 5 hours--at your discretion, they may be working independently with limited supervision.

- Please immediately report the following to the research facilitator at PMSA:
 - Inappropriate Behaviors
 - Inappropriate Language
 - Tardiness
 - Absenteeism
 - Not Prepared
 - Not Participating
 - Lack of Engagement in the Mentorship or Research Process

- Near the end of each academic quarter, the mentor will receive a link to an online* evaluation form to complete for each student researcher:
 - Quarter 1 evaluation (if applicable) would be due by October 8, 2013
 - Quarter 2 evaluation would be due by December 6, 2013
 - Quarter 3 evaluation would be due by March 4, 2014
 - Quarter 4 evaluation would be due by May 16, 2014

*Hard copies of the evaluation form will be available for those mentors who prefer, however the hard copies (in a sealed, signed envelope) must be received by the quarterly deadlines noted above.