



EPSCoR Track-II: Natural Resource Management Laboratory Intern Mentoring Best Practices and Guidelines

(Adapted from University of Michigan's How To Mentor Graduate Students: A Guide for Faculty; Full Text Available [Online](#))

- I will be committed to mentoring the student, particularly as it relates to the education and training of the student as a future member of both scholarly and professional communities.
- I will be committed to the student's project by : (1) working with the student to plan the project and to provide direction as needed; (2) working with the student to set timely, reasonable, and attainable goals; and (3) working with the student to establish, and amend as needed, a detailed timeline for the successful completion of the project.
- I recognize the possibility of conflicts between the interests of my research program or business and the learning objectives of the student. I will not allow my goals to interfere with the student's pursuit of their education.
- I will be conscious of the demands on students, and will work to ensure their research, internship, and coursework responsibilities are treated with equal respect.
- I will work to actively and effectively engage with various external stakeholder organizations, particularly as it can promote and enhance my student's experience during and after our interactions are completed.
- I will be committed to providing agreed-upon resources for the student as appropriate or according to my institution's guidelines, in order for them to effectively carry out research and/or internship activities.
- Ultimately, it is the student's responsibility to meet the requirements and deadlines of their academic program as well as those of the institution, however, I acknowledge my role in taking a portion of the student's time, and will work with them to schedule activities appropriately.
- I will lead by example and facilitate the training of the student in complementary skills needed to be a successful employee. These include oral/written communication skills, time management, compliance policies, ethical conduct, and professionalism. I will encourage the intern to seek additional opportunities in career development by providing networking opportunities.
- I will expect the intern to share common responsibilities in our workplace and the larger EPSCoR group by using resources carefully, efficiently, and frugally.
- I will discuss requirements to acknowledge financial support from NSF and the EPSCoR program, and other resources provided by collaborators, and other sources.
- I will discuss any potential intellectual property issues with the student with regard to disclosure, patent rights and publishing research discoveries, when they are appropriate.

- Provided the experience is satisfactory, I will provide career advice and assist in finding a position for the intern following their graduation. I will provide honest letters of recommendation for their next phase of professional development. I will also be accessible to give advice and feedback on career goals.
- I will try to provide for every intern under my supervision an environment that is intellectually stimulating, emotionally supportive, safe, and free of harassment.
- Throughout the student's time as an intern, I will be supportive, accessible, encouraging, and respectful. I will foster the student's professional confidence and encourage critical thinking, skepticism and creativity.
- I will do my best to participate in any and all related EPSCoR activities that involve my student.
- I will annually review my experiences as a mentor and share any relevant insights with the larger EPSCoR Team.
- I will conduct an exit interview with each completed student and ask for specific feedback on improving their experience.
- I will encourage and adhere to the suggested best practices for mentoring students as expected for all EPSCoR projects.

Name (Please Print): _____

Title: _____

Organization: _____

Signature: _____

Date: _____

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