OVERVIEW

- MENTORING: A LITTLE BIT OF RESEARCH
- INTERNS THIS SUMMER
- PROGRAM TIMELINE
- PROGRAM REQUIREMENTS
- WHAT TO EXPECT
- RESOURCES
WHAT DOES IT MEAN TO MENTOR?

MENTORING:
• THANK THE GREEKS: A LESSON FROM HISTORY
• WHERE IT IS USED

BAD NEWS:
• NO CLEAR DEFINITION
• EXPECTATIONS VARY

GOOD NEWS:
• IT WORKS!
• SHARING INTERESTS OR HAVING SIMILAR QUALITIES IS COMPLETELY UNNECESSARY

“Tomorrow I’ll teach you how to land.”
MEET THE INTERNS

UNDERGRADUATE INTERNS
- ASPIRE REU (ALL AT PITT)
- QOLT REU (CMU & PITT)

VETERANS
- ELeVATE (ALL PITT)
- AIM (VWD’s; PART-TIME)
- VETERANS (PART-TIME)

MENTORS
- GRAD STUDENTS
- FACULTY & POSTDOCS

“I’m just interning until I decide what to do with my life.”
EXPECTATIONS FOR THE INTERNS

SCHEDULE

• 10 WEEKS: MAY 19\textsuperscript{TH} – JULY 26\textsuperscript{TH}
• REU & ELEVATE: 40 HOURS/ WEEK
• 9:00 AM – 5:00 PM; 30 MIN. LUNCH
• 2 DAYS OF ABSENCE (SICK OR PERSONAL)
• ELEVATE: ADDITIONAL RESPONSIBILITIES

STIPEND & HOUSING

• VARIES DEPENDING ON PROGRAM
• REFER STUDENT TO OFFER LETTER
• CHANGE IN PAYROLL PROCEDURE
EXPECTATIONS FOR THE INTERNS

PROGRAM ACTIVITIES

• ORIENTATION
  • MAY 19TH
  • ATTENDANCE REQUIRED AT ALL EVENTS

• WORKSHOPS & LECTURES
  • APPROX. ONCE/ WEEK (TUESDAYS
  • CORRESPOND WITH PROJECT TIMELINE
  • OPTIONAL VS. REQUIRED

• ELEVATOR PITCH COMPETITION & FINAL SYMPOSIUM
  • WEEK 10 OF PROGRAM
  • REQUIRED

“K. Spear
“I’d like to mentor you. We can start by you getting me some coffee.”
EXPECTATIONS FOR THE INTERNS

PROJECT

• FOLLOW PROJECT TIMELINE
• ASSISTIST WITH ADDITIONAL TASKS AS REQUESTED BY MENTOR
• REPORT WEEKLY HOURS WORKED VIA ONLINE TRACKING SYSTEM
• SUBMIT PROGRAM DELIVERABLES
  
  • CONFERENCE PAPER
  • ELEVATOR PITCH (90 SECS. OR LESS)
  • PPT SLIDES
  • POSTER

Don't think of it so much as underperforming. You're just not meeting expectations.
EXPECTATIONS FOR MENTORS

• FEEDBACK
  • PROJECT, DELIVERABLES
  • REVIEW STUDENT’S WORK
  • REVIEW STUDENT’S HOURS WORKED

• MEETINGS
  • REGULAR
  • AT LEAST ONCE A WEEK

• YOU ARE THE GO-TO PERSON
  • PROGRAM EVENTS
  • PAYING ATTENTION TO COMMUNICATIONS
  • KNOWING WHO TO REFER TO
  • WHEN IN DOUBT, ASK US!!!

“Go on! You can do it! You can be a mentor!”
EXPECTATIONS FOR MENTORS

BETWEEN NOW AND MAY 1ST:

- Communicate with intern via email
- Conduct a phone/Skype interview
- Assess intern’s aptitude
- Make recommendations on how to better prepare for program
- Select a conference to target based on the project’s scope and student’s abilities
- Draft a project plan
- ELeVATE: Complete mentor survey (link forthcoming)

BY MAY 12TH:

- Submit draft of project plan to Maria by Monday, May 12th
- Request project supplies ASAP (software, books, AT devices, etc.)
- Review the calendar (www.qolt.pitt.edu/news/calendar.php)
- Set up first meeting with student during the orientation week
- Have realistic expectations: create a back-up plan
TIPS FOR NEW MENTORS

PLAN YOUR FIRST MEETING

• HELP STUDENT LOCATE HER WORKSPACE
  • REVIEW SEATING MAP IN ADVANCE (RON WESOLOWSKI WILL CIRCULATE ONE WEEK PRIOR TO PROGRAM)

• DISCUSS LOGISTICS
  • (40 HR./WEEK COMMITMENT, MEETING DEADLINES, PROFESSIONAL DEMEANOR, DRESS CODE DURING SUBJECT TESTING, ETC.)

• EXPLAIN THE PROJECT
  • PROVIDE OVERVIEW OF THE PROJECT (EVEN THOUGH YOU’VE ALREADY DONE IT OVER THE PHONE)
  • IDENTIFY GAPS IN KNOWLEDGE, REVISE THE DRAFT ACCORDINGLY, AGREE ON NEW GOALS
  • BE CLEAR ABOUT THE DEADLINES – INTERNS WILL NOT HAVE TIME TO GET MUCH DONE DURING THE LAST WEEK OF THE PROGRAM

• BE CLEAR WRT CONFERENCE PAPER FROM THE GET-GO: EXPLAIN WHICH CONFERENCE YOU ARE TARGETING AND WHY

“If you keep your head in the clouds, your feet on the ground and keep reaching for the stars while you roll with the flow, eventually you’ll need to see a chiropractor.”
TIPS FOR NEW MENTORS

PROJECT TIMELINE AND MILESTONES

- **WEEK 1:** STUDENTS ORIENTED
- **WEEK 2:** STUDENTS FAMILIARIZED WITH PROCEDURES, SOFTWARE, AND LITERATURE
- **WEEK 3:** STUDENTS UNDERSTAND PROJECT GOALS, METHODS, AND ARE ON TRACK WITH THEIR GOALS
- **WEEK 4:** PAPER OUTLINE COMPLETED
- **WEEK 5:** IF APPLICABLE, FIRST PROTOTYPE BUILT, INTRO SECTION OF PAPER COMPLETED
- **WEEK 6:** METHODS SECTION OF PAPER COMPLETED
- **WEEK 7:** IF APPLICABLE, 2ND PROTOTYPE BUILT; RESULTS SECTION OF PAPER COMPLETED
- **WEEK 8:** DRAFT PAPER COMPLETED AND SUBMITTED TO MENTOR FOR REVISIONS
- **WEEK 9:** PPT SLIDES, PAPER, AND POSTER COMPLETED AND SUBMITTED TO PROGRAM STAFF
- **WEEK 10:** PARTICIPATION IN THE ELEVATOR PITCH COMPETITION, PARTICIPATION IN FINAL SYMPOSIUM AND POSTER SESSION, COMPLETION OF PROJECT.
IF YOUR INTERN IS...

OUTSTANDING (READ “IS GENUINELY INTERESTED/ MOTIVATED/ COMMITTED”):

• NOMINATE HER FOR THE “INTERN OF THE WEEK” AWARD (ONE PARAGRAPH DESCRIPTION OF ACHIEVEMENTS REQUIRED)
• STRONGLY ENCOURAGE HER TO CONSIDER OUR GRADUATE PROGRAMS
• CONNECT HER TO YOUR NETWORKS
IF YOUR INTERN IS...

NOT QUITE WHAT YOU EXPECTED:

• IMPLEMENT THE BACK-UP PLAN (THERE IS ALWAYS MORE CODING WAITING TO BE DONE!!!)
• BE REALISTIC: AFTER ALL, THEY ARE ONLY UNDERGRADS
• BE PATIENT: EVERYBODY COMES IN WITH EXPECTATION
WHEN CONFRONTED BY A DIFFICULT PROBLEM...

NOTE:
“INTERN DOESN’T KNOW JAVA” IS NOT REGARDED AS A DIFFICULT PROBLEM;
“INTERN PLAYS VIDEO GAMES AND REFUSES TO DO WORK” IS A DIFFICULT PROBLEM

1. TALK TO US: WE ARE YOUR BEST RESOURCE!

2. TALK TO YOUR FACULTY ADVISOR
RESOURCES

1. CALENDAR: WWW.QOLT.PITT.EDU/NEWS/CALENDAR.PHP

2. MENTOR RESOURCES:
   WWW.QOLT.PITT.EDU/UNDER/MENTORRESOURCES.PHP
   • BEST PRACTICES FOR MENTORING
   • ADVICE FOR YOU AND YOUR STUDENT
   • ESTABLISHING A POSITIVE RELATIONSHIP
   • SAMPLE TIMELINE
   • SAMPLE PROJECT PLAN
   • LIST OF SUGGESTED CONFERENCES, ABSTRACT GUIDELINES, ETC.
   • WORKING WITH TBI PATIENTS

3. INTERN RESOURCES:
   WWW.QOLT.PITT.EDU/UNDER/INTERNRESOURCES.PHP
   • HELPFUL LINKS (HERL, QOLT, VET SERVICES, TECHNICAL SUPPORT,
     BUS ROUTES, CAMPUS MAPS, THINGS TO DO IN PITTSBURGH)