Internship Guidelines and Expectations

*Example Template*

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# Contact Information

Mentor Name Here (Pronouns)

Email:

Office:

Phone:

Mentee Name Here (Pronouns)

Email:

Office: Their working space for internship

Phone:

Third Party Contact (Pronouns)

Email:

Office:

Phone:

# General schedule

Research projects take time and are usually longer than we expect! Our general goals for the [time period] internship are below, but this schedule may change as we work together. We will also come up with individual project timelines for each of you, including milestones we agree on together.

[Example of an 8-week summer research project]

* Week 1: Introduction to [topic], the lab, and your projects
* Week 2: Getting started on the project (learning and diving in!)
* Week 3: Project work
* Week 4: Project work–milestone report
* Week 5: Project work
* Week 6: Project work–milestone reached
* Week 7: Project work–finalize your project & prepare poster and presentation
* Week 8: Final week, presentations and poster

# Research & Detailed Schedule

*Project Files* [insert information below for your mentee]

* Decide where information for your project lives
* Think about it like CANVAS but for your project!
* Google shared files/folder can be useful
* This is where this (this guide!) should live

*Detailed Schedule*

*\*\*We will fill out these weeks together as we go in our individual meetings.*

[Example of Detailed Schedule]

Week 1:

* Introduction to [topic], your projects, and reading academic literature
* Group meeting & orientation on [date]
* Individual meetings [date/time]
* Skill building session (how to read academic literature) [date/time]
* Group lab meeting Thursday, 9-10 am
* Assignments:
  + Read articles assigned by me
  + Come up with 20 questions (we will discuss in person)

Week 2:

* TBD

Week 3:

* TBD

Week 4:

* TBD

Week 5:

* TBD

Week 6:

* TBD

Week 7:

* TBD

Week 8:

* TBD

# Working Space, In-person vs. Remote work, & Working Hours

*Where can I work?*

**Your office:** [student working space]

Your workspace is [student working space location]. I encourage you to work here in person as your primary workspace for the internship. You may find it is helpful to work around others in the same space. However, you may work wherever is best for you, on-campus or off-campus.

Your meetings with me will be in person at [space] unless we arrange otherwise in advance (we may occasionally have remote meetings).

*COVID Guidelines* [insert at your discretion; these could also be sickness guidelines]

Your comfort and safety is my priority. If you prefer to wear a mask around others, please do so. We will not think it's weird or judge your preferences! If you would like me to also mask during our meetings, please let me know. I am happy to do so. If you have any concerns or issues, please contact me. You must let me and the [program coordinator/other person in charge] know if you contract COVID or have had a direct exposure to COVID. If any of us have COVID throughout the summer, we will switch to remote work and meetings until we recover. Of course you are not expected to work should you become sick with COVID (or any other illness), but we will operate remotely for a safe period after any illness.

*When should I work?* [modify according to your project]

When you work is ultimately up to you. However, I encourage you to view this internship as an employment position, with regular work hours. This would mean coming into the office during "business hours" (e.g. 8 or 9 am - 4 or 5 pm). You are expected to work around 30-35 hours per week on your research projects (this includes meeting times with me). I do not require you to count your hours, but please be honest and try to work your required hours per week. The way I will keep track of your hours is by evaluating your progress on your project.

I understand that you may not work best during the day or prefer to work in the evening rather than the daytime. This is ok with me as long as you can show that you are meeting our agreed expectations and project goals. Be aware that I work "business hours" and will not be available to meet or communicate on the weekends or evenings (after 5 pm).

# Communication

*How often should I communicate? What if I have a question?*

I will meet with each of you individually for a check in [meeting frequency], and we will also meet as a group [meeting frequency]. It is in these meetings that I expect us to have the most communication to discuss your project and progress. However, I expect that questions may come up in between our meetings–that's the way research goes! First, **there are no silly questions!** Do not be afraid to contact me outside of our meetings. Second, I do require that you try a few things before you contact me if you have a question (explained below).

Part of research is troubleshooting. If you run into a problem, have a question, or aren't sure what to do next, I would like you to try 1-2 different things before you reach out to me to ask for guidance. **This is in the context of research questions.** For example, say you are trying to [example relevant to your project]. You're using one literature source and are stuck–you're not sure about some terminology, or you need more information. Instead of immediately contacting me to ask what to do next, try a few things out first–use google scholar to search and see if you can find a different paper that might have more information in it. Go to the website of a data source you are using and try to read their instructions, or description of their resources. These are just a couple of hypothetical examples.

**If you have a question that is practical or not research related**, please contact me as soon as you need help. Questions like that might be, how do I get into the building after hours, I need help accessing our shared google doc, etc.? If there is anything that is practical that would stop you from working on your research, please contact me immediately.

**If you have a general academic question**, such as questions about [example specific to discipline/project] college, graduate school, or anything else academically related, compile them here: [shared google doc of running questions]. We will use this document to compile our questions throughout the summer and answer them during our group lab meetings.

*Team Calendar*

We have a team google calendar, called [your team calendar name]. Please use this calendar to schedule in time blocks when you are doing official project activities (e.g. meetings with me).

*Email & Phone*

I check my email two-three times per day. If you have a *very urgent* research question, you may stop by my office if I am around. Otherwise, please send me an email and I will get back to you as soon as I am able. [your policy on phone number] My phone number is for emergencies only (you have been injured, there is an urgent situation, you need help) --if there is a true emergency, please–I am here for you, and you can contact me! Otherwise, please do not contact me by phone for research or academic questions. I will treat your phone numbers in the same way, for emergencies only.

# Meetings

*Goals & Progress Meetings with Me*

You will have individual meetings with me at the [meeting frequency/time], and we will have a group lab meeting [meeting frequency/time]. These meetings will be on [day of week] (individual meetings) and [day of week] (group meeting), unless we schedule otherwise. The purpose of our meetings are to outline our goals for the project each week and review your progress. We will pick our meeting times during the first week of the internship. If we need to adjust our meeting times and frequency as the internship progresses, we can!

*What should I bring to our meetings?*

Throughout the internship, you will each have a running agenda where I would like you to write down your questions and progress updates as you go along. Before our individual meetings, I would like you to please bring 1-2 questions (you can bring more!) you have about the project, and please bring 1-2 updates (or more) on your project progress (this can be your troubleshooting or an issue you encounter, too). These questions can also be from our group [Running Questions Doc]. Remember to try troubleshooting research questions you have before you communicate with me about them. Our meetings are a great time to show me a question you have or issue you ran into and a couple of ways you tried to work on that question. After you have done some independent work, we can troubleshoot together!

For our group lab meeting, you will each have time on our agenda to give your research updates from that week. Then we will go through group questions and reflect on how the week went.

The running agendas are in our shared google folder:

* [Mentee Meeting Agenda Google Doc]
* [Group Lab Meeting Agenda Google Doc]

*Skill-Building Meetings* [if this section is relevant to you]

Every [frequency] we will get together in the afternoon for a skill-building session. What we do will be relevant to your project at the time. Some examples of what we may discuss are: how to review literature, how to work with data in R/RStudio, how to create presentation ready figures. These skill building sessions will help get you ready for your final poster and presentations at the end of the program.

Our first skill building session is scheduled for [date/time].

# Other Questions

*Things that affect productivity (what happens if I can't meet expectations?)*

We will adjust our goals and expectations for the internship together as we go along. Besides those to-be-expected adjustments, sometimes there are things that affect our ability to perform well, and that might include our physical wellbeing, mental health, living situation, family situation, and more. If you are going through something that is impacting your ability to work and meet research expectations, please let me know. Your wellbeing always comes before our research.

*Who can I go to (besides mentor)?* [it is important to highlight student resources besides you]

Please know that you can always contact [resources here: such as PI, program coordinator, department person]

If you are not already familiar with **CAPS** (Counseling & Psychological Services) on campus, they are a great resource.

Website: <https://caps.sa.ucsb.edu/>

Phone: [(805) 893-4411](https://www.google.com/search?q=caps+ucsb&rlz=1C1CHBF_enUS917US917&oq=caps+ucsb&aqs=chrome..69i57j46i175i199i512j0i512j0i22i30l4j69i65.1753j0j7&sourceid=chrome&ie=UTF-8)

*What do I want to learn from this internship?* [this section as relevant to your project]

I encourage you to think about different skills you might be interested in or want to build as the internship progresses. If there is something you want to explore, let me know! We can try our best to incorporate different skills and experiences.

Here are some examples to consider:

* *General academic skills:* how to read a paper, how to write an abstract, how to understand figures in papers, how to write a professional email, how to network within UCSB, internships outside of UCSB advice
* *Computational skills:* coding in R/analyzing data/making figures, geospatial analysis with ArcGIS, best data practices and data management/open data practices, using Adobe Illustrator/Adobe software
* *Field work skills:* field work best practices, explore the beach and/or the slough with water probes (temperature and specific conductance)
* Many more!