



SURIEA Mentor Expectations

Preparing for the summer program

- Participate in three training sessions being provided to all Mentors on working with diverse groups.
 - Exact dates, and times TDA
- Set up a work plan for your intern, outlining both short and long-term goals and a time frame for reaching them.
 - Provide a written description (no longer than 1-page) of the research project/tasks that the intern will work on over the summer by **March 1, 2024**.
 - Provide a brief (no more than 5-min) video about you and your research program overall by **March 1, 2024**.
 - Attend a virtual meet & greet with the interns in mid-March (date TBA).
- Identify at least two affordable housing options to help your intern easily and quickly relocate for the summer by **January 31, 2024**.
 - SUIREA defines affordable as no more than \$3500.00 for the duration of the program.
 - Investigate university housing for external interns, work with local realtors to find short term lease options, determine if members of your lab/team would be willing to host, rent out a room, or sublet.
 - Final housing decisions will be up to your intern, however the options you provide should be guaranteed available up to **April 5, 2024**.
- Determine what your interns' transportation needs will be over the summer.
 - Familiarize your intern to local public transportation options (bus/subway/etc.).
 - Set up a carpooling option with members of your team.
- Identify *at least* two points of contact within your lab group/department/company for student communication.
 - Email, phone, office location, etc.
 - Support for research/internship efforts, emergencies

During the first week (prior to short course)

- Onboard your intern during the week of **May 27, 2024**.
 - Go over the project and review the timeline, tasks, and goals.
 - Discuss logistics, such as communication methods, meeting schedule, deadlines, access to software/databases/etc.
 - Complete any internal forms/ documents/ paperwork such as Releases, IRB, CITI, etc.
 - Introduce your intern to relevant team members.
 - Communication plan/emergency contact – reminder
- Identify any key gaps in knowledge and revise the project plan accordingly/agree on new goals if required.

- Specific preparation for short course:
 - Identify three key topics the student should focus on in the short course.
 - For example: project studying whale calls, student might want to focus on short course material covering sound propagation, sound intensity levels, signal interpretation (frequency, fft, etc.).
 - Create a list of these topics for the student to bring to the short course to share with instructors to help the student stay on track and motivated.

During the rest of the summer program

- Meet with your intern at least once a week and include your intern in team meetings.
 - Develop regular communication practices (weekly in-person meetings, emails, calls, zooms, etc.).
 - Create a system for logging meetings with your intern (e.g., an intern log-book, a file in which all meeting notes are kept, etc.).
 - Keep your own meeting notes and follow up on issues discussed at previous meetings.
- Help your intern break up large tasks into smaller ones so that they are not overwhelmed by the research/industry process.
 - Help them understand how their tasks may fit within a larger project or research program.
- Review your intern's work and rate of progress.
 - Help your intern practice a healthy work/life balance.
 - Determine if the timeline should be adjusted and/or provide strategies to help get your intern back on track.
 - Communicate with SURIEA Organizers **every week** regarding your interns' progress and/or concerns.
 - Use the SURIEA dashboard to check in (link will be provided)
- Identify and introduce your intern to others in your field.
 - Encourage your intern to submit an abstract for an upcoming ASA meeting.
 - Encourage your intern to consider a graduate program/career in acoustics.
 - Consider working with your intern after the programs ends or connect them to acousticians in their home region.
- Fill in the mid-summer progress report by **July 5, 2024**.
 - Link will be provided.

Consequences of not meeting program expectations

- Three strike format for mentors who miss out on deadlines or issues brought by the students to the coordinators:
 1. Verbal communication (phone call, or email) from SURIEA committee member to discuss issue and remediation tools – check-in and reminder to take deadline/rules seriously.
 - For example: The organizing committee learns that a post-doc is the primary point of contact instead of the named mentor. After mediation, this could be deemed acceptable as long as the mentor stays actively engaged.
 2. Meeting with larger group (ie. Committee members, Mentor Coach, Coordinators, Student) – over zoom so that action items/plan can be put in place to remediate issue(s).
 3. The mentor can be banned from participating in SURIEA in the future.

By signing, I understand and agree to meet the expectations of a SURIEA mentor to the best of my abilities.

Signature of mentor