



Research Apprentice Mentor Expectations
(partially adapted from the University of California at Berkeley)

- Get to know your apprentice. Reward good work.
- Meet with each student weekly to keep them on track.
- Spend more time with the student at the very start, paying particular attention to whether the problem being worked on is challenging enough to be interesting, but achievable so that initial progress is made quickly.
- Have regular meetings, with explicit objectives or goals to be accomplished for each meeting to help the student pace the work. Anticipate “difficult times,” especially around midterms and finals.
- Your apprentice can work up to 10 hours per week for a total of 100 hours per semester. The Research Apprentice earns \$12.00/hour.
- Establish a clearly-defined research target: discuss frankly your joint activity and also their current academic projects, so they can experience collegial interaction.
- Start strong and be demanding. If you don't, the students will not always pick up that this is serious. It is always easier to back off.
- A research project has to be challenging, but it should not exceed capabilities of your Apprentice.
- Have a clear sense of the basic skills you want the Research Apprentice to acquire. Start with small, well-defined, even routine projects and then, when you have a sense of the Apprentice's strengths, build on them. Perhaps discuss your weekly research with the Apprentice so that he/she understands your work process—its structure and content.
- Clear goals--what will the student be trying to accomplish and how does this fit into the "big picture"? Regular structure (meetings, feedback on progress toward goals). Opportunities for creative input from students. If possible, bring in an interested graduate student(s) working on same project.
- Set up a regular schedule of hours/week and provide sufficient guidance regarding how the tasks are to be carried out. Use e-mail when appropriate to communicate with the student, since office coordination is not always easy. Stress the importance of time management—be careful about taking on students who already have heavy course loads and other time-heavy commitments.
- It is essential to hold regular weekly meetings with your Research Apprentice.
- Give students specific tasks and have them sign up for specific hours each week, rather than having work be “free-form and open-ended.”
- Approve timesheets as needed (every two weeks). The student will submit his/her timesheet online; you will receive an email asking you to approve that timesheet. Go to my.cnu.edu and click on “Timesheets (hourly/student) in the banner at the top of the page. You should see your student listed in the dropdown menu. Approve the hours and submit. If you do not complete this, your Apprentice will not be paid.

Regarding Discipline and Terminations

- Faculty members have a right to terminate a student's employment.
- Faculty members should make every effort to coach the student and offer them the opportunity to improve before termination of employment. However, some situations may warrant immediate termination. In either case please notify the OURCA Director of any situation that arises.
- Faculty members are responsible for bringing their concerns about job performance to the student's attention.
- Progressive discipline should be used when applicable, including verbal warning, written warning, and finally discharge.
- Terminated students will not be replaced during the current academic term.