

Assignment: Meet Your Mentors & Plan Your Research Goals

Due: Friday, May 30, 11:59PM

Plan a time to meet with your mentors (faculty advisor and graduate mentor) to discuss the following items given below. Record the responses in a typed document in Word or PDF format and submit them to your SURF GA via Blackboard with the file name structure: "LastName_FirstName_AssignmentName".

1. Where is your research office/location?
2. Who are **your mentors**: faculty advisor, post doc, and/or graduate student mentors?
 - State their names
 - State three facts about each of these individuals
 - State one thing that you have in common with your faculty advisor and graduate mentor (other than your research!)
3. What **laboratory safety training** do you need?
4. Are there weekly **lab meetings** you will attend and what is your role?
5. Forms of **communication** with your faculty advisor and graduate mentor
 - Communication style & preferences? (e.g. email, phone, meeting)
 - Appropriate times for one-on-one meetings?
6. How will you communicate your illness or **absences** with your mentor?
7. Lab **access questions**:
 - Do you need access to the lab/office (e.g. keys, card)? If so, when will you begin having access to the lab/office?
 - Are you permitted to be in the lab/office unsupervised?
 - Are you permitted to be in the lab/office after hours (e.g. after 5:00pm; on the weekend)
8. Discuss **confidentiality** and **intellectual property** ownership as it relates to your project.
9. Discuss the use of a **lab notebook** to document your research progress and ideas. Does your advisor recommend that you document your research activities in some other way?
10. Discuss with your advisor whether or not data management is important for your research project.
11. Fill-out the provided **Weekly Work Schedule** with your faculty advisor and/or graduate mentor. On this calendar you should include regular meeting times with your faculty advisor and/or graduate mentor (including lab/research group meetings).
12. What are the major goals of your summer research project? Keep in mind the following goals from SURF:
 - Expose me to cutting-edge research studies by providing me a hands-on research experience
 - Develop my knowledge of the research process and tools used by professional researchers
 - Increase my proficiencies in technical communication
 - Help me connect my summer experience with my future goals
13. What key documents (internal reports, journal articles, or conference papers) does your advisor/mentor recommend you read to get started on your research?

14. Fill-out the provided Research Project Management **Goal worksheet** with your faculty advisor and/or graduate mentor. On this worksheet, you should **state the key research milestones (goals or tasks) in order to complete your project successfully within the 11 weeks**. To help in your research planning, the worksheet also provides a list of your SURF goals/tasks for each week.

NOTE: Ideally you will meet with your mentor each week to ensure that the research goals/tasks that you list on this worksheet are being completed on schedule (or possibly to adjust the schedule for some goals/tasks).

SURF Research Project Management Goal Worksheet

<p>Week 1 May 27-30</p>	<p>SURF Goals:</p> <ul style="list-style-type: none"> • Become familiar with the SURF Blackboard site and SURF schedule • Meet with my faculty advisor and graduate mentor • Determine my weekly schedule in the lab • Understand safety in my lab; schedule required safety training <hr/> <p>Research Goals:</p>
<p>Week 2 June 2 - 6</p>	<p>SURF Goals:</p> <ul style="list-style-type: none"> • Build my proficiencies in finding information relevant to my project • Understand the contents of a literature review • Develop strategies for reading technical journal articles • Reflect on whether or not I fully understand my project, and obtain any additional information I may need to do so. <hr/> <p>Research Goals:</p>
<p>Week 3 June 9 - 13</p>	<p>SURF Goals:</p> <ul style="list-style-type: none"> • Write a problem statement describing my project and its significance (You should completely understand what your project is and its significance/contribution to the field by the end of this week, <u>and</u> made some progress in your research.) • Reflect on how I am documenting my work in the lab. (E.g. could someone else reproduce your work and follow your thought process by reviewing your lab notebook?) <hr/> <p>Research Goals:</p>
<p>Week 4 June 16 - 20</p>	<p>SURF Goals:</p> <ul style="list-style-type: none"> • Identify places where I am getting stuck in my research • Strategize to navigate research obstacles successfully • Re-evaluate goals for weeks 5-11 • Reflect on my career goals and get feedback from my mentor/advisor about research careers and graduate school. <hr/> <p>Research Goals:</p>

For Weeks 5 – 11: What are the key goals/tasks for weeks 5 – 11 (June 23 – August 8)?

At this point, you and your mentors may not know the exact week a goal/task will be completed for the later weeks of the program. Therefore, in this section, **list the key goals/tasks for your research for Weeks 5-11** of the program, and **give your best estimate of the week in which they will be completed.** (Your schedule for the goals/tasks in weeks 5-11 will be revisited in more detail in Week 4.)

Keep in mind the following key SURF goals/tasks as you plan your research goals/tasks for weeks 5-11:

- Poster and oral presentation slides first draft due (Week 7)
- Abstract first draft due (Week 8)
- Final abstract due (Week 9)
- Final poster / presentation slides due (Week 10)
- Give poster / oral presentations at SURF Symposium and final research report due (Week 11)
- Attend the SURF Lunch Banquet on Friday August 8 (the last day of SURF)!

The Week 5 -11 Worksheet will be completed by the students with their mentors during Week 4.

SURF Research Project Management Goal Worksheet (Re-Evaluation of Weeks 5 – 11)

Week 5 June 23 - 27	SURF Goals: <ul style="list-style-type: none"> • Schedule an appointment to meet with your <i>SURF GA</i>
	Research Goals:
Week 6 June 30 – July 3	SURF Goals: <ul style="list-style-type: none"> • Add my SURF experience to my resume • Focus on research this week and enjoy the cookout on Friday!
	Research Goals:
Week 7 July 7 - 11	SURF Goals: <ul style="list-style-type: none"> • Create a draft of my poster or presentation slides for the SURF symposium. (You will need to use your best guess for your results at this point.) The minimum requirement is to complete the appearance of your poster or presentation slides and include the background information and purpose/significance (i.e. the problem statement) of your project. • Identify specific journals and conferences in which to present my research
	Research Goals:

<p>Week 8 July 14 - 18</p>	<p>SURF Goals:</p> <ul style="list-style-type: none"> • Draft an abstract appropriate for a journal article. (Since you likely do not have all of the results from your work, state the expected results in any cases where the results are as of yet unknown.) • Establish a plan for wrapping up my summer research
<p>Week 9 July 21 - 25</p>	<p>SURF Goals:</p> <ul style="list-style-type: none"> • Finalize abstract (with expected results if not yet known) and upload to Purdue e-Pubs • Continue to develop my poster or presentation slides for the SURF symposium • Identify next steps that allow me to pursue my research interests • Focus on research and begin writing my professional research report
<p>Week 10 July 28 – August 1</p>	<p>SURF Goals:</p> <ul style="list-style-type: none"> • Identify how my SURF experience contributes to my professional goals • Finalize research presentation (poster or oral) for Symposium, and PRACTICE! (Note: Research done in Week 11 will not be included in the presentation, but will be included in the final research report.) • Continue to prepare my professional research report
<p>Week 11 August 4 - 8</p>	<p>SURF Goals:</p> <ul style="list-style-type: none"> • Present my research at the SURF Research Symposium, August 7 • Wrap up SURF requirements • Update final abstract and research report with work done in Week 11 • Submit research report • Check-out of lab
	<p>Research Goals:</p>