SETTLING INTO YOUR RESEARCH GROUP
MEETING YOUR MENTORS & DEFINING YOUR RESEARCH GOALS

DUE: FRIDAY, MAY 27, 11:59PM

SCHEDULE THE MEETING WITH YOUR MENTORS

Plan a time to meet with your faculty advisor (and your graduate mentor if possible) to discuss the following items listed below. Print out this document and bring it with you to your meeting.

SUBMISSION ON BLACKBOARD

Record your responses to the questions and discussion items listed below in a *typed* document. Save your document as either a Word or PDF file using the file name structure “LastName_FirstName_MeetMentors” and submit it to your SURF GA via Blackboard.

MEETING QUESTIONS AND DISCUSSION ITEMS

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 that you will attend? If so, what is your role?
5. What forms of communication should be used 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. Give a short summary of what you discussed.
9. Discuss the use of a lab notebook to document your research progress and ideas, and give a short summary of what you discuss. 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, and if it is important, discuss any data management practices that you’re adviser recommends and/or requires that you follow. Give a short summary of what you discussed.

If you haven’t already, read the online LibGuide on data management at http://guides.lib.purdue.edu/undergraddata.

11. Fill out the provided Weekly Work Schedule (p. 5) 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 objectives and deliverables of your summer research project?

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 Objectives Worksheet (pp. 3–4) with your faculty advisor and/or graduate mentor. On this worksheet, you should state the weekly research milestones and deliverables in order to complete your project successfully within the 11 weeks. To help in your research planning, the worksheet also provides a list of SURF tasks and objectives (that are not lab specific) for each week.

   NOTE: Ideally you will meet with your mentor at least once a week to ensure that your research objectives and deliverables are being completed by the deadlines specified in the worksheet. (Of course, you and your mentors may change your worksheet schedule as your project evolves throughout the summer.)
**SURF Research Project Objectives Worksheet**

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<tr>
<th>Week</th>
<th>May 23–27</th>
<th>SURF Goals:</th>
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| **Week 1** | | - 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  
- Build my proficiencies in finding information relevant to my project (the literature search) |

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<th>Week</th>
<th>May 30–June 3</th>
<th>SURF Goals:</th>
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| **Week 2** | | - Understand the contents of a literature review  
- Reflect on whether or not I fully understand my project, and obtain any additional information I may need to do so  
- Complete the initial literature search for my project |

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<th>Week</th>
<th>June 6–10</th>
<th>SURF Goals:</th>
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| **Week 3** | | - Write a literature review for my project  
- Reflect on how I am documenting my work in the lab. From my documentation (e.g. my lab notebook), someone else can reproduce my work and follow my thought process.  
***You should completely understand what your project is and its significance/contribution to the field by the end of this week, and have made some progress in your research.*** |

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<th>Week</th>
<th>June 13–17</th>
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| **Week 4** | | - Re-evaluate goals for weeks 5–11 with my mentors  
- Reflect on my career goals and get feedback from my mentor/advisor about research careers and graduate school |

(Continued on next page)
**Week 5–11 Schedule:** What are the key objectives and deliverables for weeks 5–11 (June 20–August 5)? For these later weeks of SURF, you and your mentors may not yet know the exact week a task will be completed. Therefore, just **list the major tasks and milestones for your research during weeks 5–11**, and **give your best estimate of the week in which they will be completed**. (Your schedule of 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:

- Abstract first draft due (Week 5)
- Technical paper first draft due (Week 7)
- Poster and oral presentation slides first draft due (Week 8)
- Final abstract due with professor’s approval for publication on Purdue e-Pubs (Week 9)
- Final poster/oral presentations 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 5 (the last day of SURF)!
# Weekly Work Schedule

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**Special Dates to Remember**

- May 30 – Memorial Day (university closed)
- July 4 – Independence Day (university closed)
- August 4 – SURF Research Symposium (all day)
- August 5 – SURF Lunch Banquet & check-out of lab

**SURF Research Seminars** will be scheduled weekly from 4:00 – 5:00 PM (usually on Tuesdays and/or Thursdays). Remember to attend at least 4 research seminars.