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

DUE: FRIDAY, MAY 26 AT 11:59PM

SUBMISSION ON BLACKBOARD
Follow the instructions and record your responses to the questions and discussion items listed below. Use this Word document and type your responses directly below each question. Save your document as either a Word or PDF file using the file name structure LastNameFirstName_MeetMentors and submit it to your SURF GA via Blackboard.

PURPOSE AND INSTRUCTIONS
Maintaining effective and timely communication with your mentors is a key to success in research. Early in the first week of SURF, plan to meet with your mentors (faculty advisor and graduate student) to discuss the items listed below. Print and bring this document (or use an electronic copy) to your meeting. Note that for all questions that say “discuss,” a summary of this discussion with your mentors must be provided.

MEETING QUESTIONS AND DISCUSSION ITEMS

Date of your meeting:
Your research lab location (building & room):

1. Is this a new project for you or a continuation of your work on this project?
2. Who are your lab mentors: faculty advisor, post doc, and/or graduate student mentors?
   • State their names
   • Get to know them and state one thing that you have in common with them (other than your research!)
3. What laboratory safety training do you need? (Schedule that as soon as possible)
4. Are there weekly lab meetings that you will attend? If so, when are they and 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 absences (for example, illness) with your mentor?
7. Will your faculty advisor and graduate mentor have any travel plans longer than a week? If so, what will you do if you have immediate research questions during that time? (Mark those dates on your personal calendar.)
8. Lab access questions:
• Do you need security access to the lab/office (e.g. keys, card)? If so, when will that be setup?
• 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 or on the weekend)?

9. **Discuss confidentiality** and **intellectual property** ownership as it relates to your project. Give a short summary of what you discussed.

10. **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?

11. **Discuss data management** with your advisor. Are there data management practices that your advisor recommends and/or requires that you follow? Give a short summary of what you discussed.

   Read the online *LibGuide* on data management at [http://guides.lib.purdue.edu/undergraddata](http://guides.lib.purdue.edu/undergraddata)

12. What key documents (internal reports, journal articles, or conference papers) does your advisor/mentor recommend you read to get started on your research?

13. What are the major **objectives and deliverables** of your summer research project?

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 for each week.

   **NOTE:** As your project evolves throughout the summer, the milestones and deliverables may change.

15. **Fill out the provided Weekly Work Schedule** (pp. 5) with your faculty advisor and/or graduate mentor. On this calendar you should include regular meeting times with your faculty advisor, graduate mentor, and lab/research group meetings.

   **NOTE:** Ideally, you will meet with your faculty advisor at least once a week to ensure that your research objectives and deliverables are being completed by the deadlines specified in the worksheet. Based on your project, you may meet more often with your graduate student mentor.
# SURF Research Project Objectives Worksheet

## Week 1
**May 22–26**

**SURF Goals:**
- Become familiar with the SURF Blackboard site and SURF schedule
- Meet with my mentors (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)

**Research Goals:**

## Week 2
**May 29–June 2**

**SURF Goals:**
- Understand the contents of a literature review
- Reflect on whether I fully understand my project, and obtain any additional information I may need to do so
- Complete the initial literature search for my project

**Research Goals:**

## Week 3
**June 5–9**

**SURF Goals:**
- Write a literature review for my project
- Reflect on how I am documenting my work in the lab (e.g. my lab notebook). From my documentation, could someone else reproduce my work and follow my thought process? *** By the end of this week, you should completely understand what your project is and its significance to the field, and have made some progress in your research. ***

**Research Goals:**

## Week 4
**June 12–16**

**SURF Goals:**
- Review research goals for weeks 5–11 with my mentors
- Talk with my mentors about the SURF Symposium and presentation preference
- Reflect on my career goals and get feedback from my mentors about research careers and graduate school

**Research Goals:**

(Continued on next page)
**Week 5–11 Research Schedule:** What are the key objectives and deliverables for weeks 5–11? 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 tasks as you plan your research goals/tasks for weeks 5-11:

- Symposium Abstract drafts due (Week 5 & 7)
- Technical paper first and second draft due (Week 6 & 7)
- Poster and oral presentation slides first draft due (Week 8)
- Symposium Final abstract due with professor’s approval for posting on Purdue e-Pubs (Week 9)
- Final poster/oral presentations due (Week 10)
- Give poster/oral presentations at SURF Symposium, and final research paper due (Week 11)
- Attend the SURF Lunch Banquet on Friday, August 4 (the last day of SURF)!

(Continued on next page)
WEEKLY RESEARCH SCHEDULE

Special Dates to Remember
May 29 – Memorial Day (university closed)
July 4 – Independence Day (university closed)
August 3 – SURF Research Symposium (all day)
August 4 – SURF Lunch Banquet & check-out of lab

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

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:00AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>