

Mentor and Student Guidelines for the Undergraduate Research Symposium

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Mentor Guidelines

These are to serve as brief guidelines and best practices for mentors of students who hope to present at the Gordon State College Undergraduate Research Symposium.

- If you have a student(s) in one of your classes that you feel would benefit from submitting an abstract to the URS for possible inclusion based on a piece of their work in your class or research group, please encourage them and work with them to produce an abstract publishable in the URS proceedings.
- Please do not require students with minimal experience to submit abstracts for class credit. If you feel that a student(s) would benefit, please work with them individually (or in a small group).
- Batch references for students will no longer be accepted. Therefore, the mentor must be knowledgeable of each student's project that are submitting an abstract to the URS committee and submit a reference accordingly.
- Mentors are not to submit an abstract on behalf of a student(s), it is the student's responsibility to interact with the URS committee and respond to their emails.
- The URS committee IS NOT responsible for communicating with the faculty mentor of a student. It is the student's responsibility (please see below).

Student Guidelines

These are to serve as a brief set of guidelines and best practices for students who are planning to submit an abstract to present at the Gordon State College Undergraduate Research Symposium.

- If a student wishes to work on a research project to present at the Undergraduate Research Symposium, they must have a faculty mentor within the college to support them.
 - o Students who wish to do research, but do not have a starting point, may refer to the list of potential faculty mentors and their interests on the URS website.
- Students are responsible for ALL communication (except the sending the referee letter from their faculty mentor) with the URS committee.
 - o This means that the student is responsible for submitting their abstract to the URS committee.
 - o They must respond in a timely manner (i.e. in accordance with the set deadlines on the URS website and any additional deadlines placed on the individual by the URS committee). If this does not occur, then they can be removed.
 - o Students are encouraged to CC their mentors on any and all correspondence with the URS committee. The committee is not responsible for corresponding with the faculty mentor under any circumstances (with the exception of acknowledging the receipt of their referee letter).