

Expectations of Charlotte Research Scholars

- Attend all CRS professional development training sessions and social events. Excused absences must be approved by both your CRS mentor and the CRS Director, Dr. Livesay, at least one-week prior.
- Be a committed research trainee during the internship period. To that end, you must make regular contact with your CRS mentor for guidance and direction on the research project. The exact frequency of these interactions is largely up to your CRS mentor, and in many instances this might be nearly daily contact, but should be at least weekly.
- Stay on task. You are responsible for committing a full-time effort (at least 35 hours/week) on the research project. Vacations and extended time away from campus cannot occur during the internship period. You will be held accountable for the time spent on the project and the quality of your work.
- Complete all required deliverables by the specified deadlines, including the research abstract, research poster, curriculum vitae, and final report. Similarly, all deliverables should strictly adhere to CRS program formats, which will be provided later.
- Check email daily, completely read all CRS messages, and reply promptly when information is requested.
- Present a poster describing the results of your research at the *Charlotte Summer Research Symposium* to be held at the end of the program at the Student Union.
- Report any needs or concerns regarding the project and/or mentor as soon as they develop to drivesa@uncc.edu. For example, if you are not receiving sufficient help from your CRS mentor, please let the CRS Director know as soon as possible.
- Complete the CRS program evaluation, which will be emailed to all scholars at the conclusion of the program.
- Notify the CRS Director of any awards you receive, professional meetings you attend, and/or research papers you present at professional meetings that correspond to this work.
- Notify the CRS Director of any changes in your contact information (address, phone number, email address) during the internship period.
- **Acknowledge the Charlotte Research Scholars on any publications, research posters, and oral presentations where you serve as a coauthor corresponding to this work.**

Charlotte Research Scholars (CRS) Mentor Expectations

- Be a committed mentor to a CRS participant during the internship period. You are expected to find a suitable interim mentor if you are out-of-the-office for more than one week. Communicate the interim mentor's name to the CRS Director.
- Have contact with your student on a regular basis during the summer to provide guidance and direction on the research project as well as discuss the progress of the project. In many instances this might be nearly daily contact, but should be at least weekly.
- Train the scholar in the skills required to be successful in his/her research project. This can be done directly by you, or by a suitable substitute (i.e., graduate student).
- Keep the scholar on task. The scholar is responsible for committing a full-time effort (at least 35 hours/week) on the research project. The scholar should be held accountable for the time spent on the project and the quality of their work. Similarly, ensure that the scholar completes all required deliverables in a timely manner.
- Keep the CRS Director informed of your scholar's progress. This will include the completion of a midterm and final evaluation form as well as submission of periodic statements of their progress via email (send to drlivesa@uncc.edu).
- Assist the scholar in writing an abstract, research report, and poster based on their summer research project by providing constructive criticism. The essential contents of the paper will be distributed to the scholars and mentors. The format should reflect the standard format of a peer-reviewed publication in your discipline.
- Attend the *Charlotte Summer Research Symposium* to be held at the end of the program at the Student Union, or send representatives from your research group/department if you are unable to attend.
- Attend social events (the cookout and ice cream social) if possible, or arrange for representatives from your research group/department.
- Report any needs or concerns to the CRS Director as soon as they develop.
- Complete the CRS program evaluation, which will be emailed to all mentors at the conclusion of the program.
- **Acknowledge the Charlotte Research Scholars on any publications, research posters, and oral presentations where the student serves as a coauthor corresponding to this work.**