



**RESEARCH**  
COLLEGE OF ARTS AND SCIENCES



## **AURCA Research Mentors Factsheet**

### **Timeline**

Accepted AURCA students will begin **contacting you to set up interviews as early as August 31, 2022** (as soon as they receive the list of available projects).

AURCA students may reach out to multiple mentors, and you are likely to receive inquiries from multiple interested students. You have the autonomy to determine how many students you want to interview. **Please complete all interviews and select an AURCA mentee by the end of September.**

**Our goal is for all students to have projects by October 1, 2022.** Students may begin work as soon as the mentoring agreement is signed and all hiring paperwork has been completed/approved.

### **Mentor/Mentee Agreement**

Once you select a student, you will both need to review and e-sign the AURCA Mentor/Mentee Agreement. The agreement will be shared with the mentor and mentee via email. The agreement specifies hours per week the student will work, who will be responsible for approving the bi-weekly timesheets, required or recommended training, communication expectations, etc.

- One you notify us of your selected student, a mentoring agreement template will be generated and sent to you via email.
- After discussion with the student, complete the template prompts and submit the agreement.
- After you submit, the student will receive an email to accept the agreement terms.

## **Starting Work**

- Students may begin work after the mentoring agreement is signed.
- Students cannot begin work until they complete employment paperwork and required approvals are received.
- We recommend mentors establish a regular meeting schedule with mentees, starting with a weekly meeting in the initial stages of the project.
- Frequent meetings early on serve to orient the student to your project and ensure a more successful partnership.
- You and your mentee may decide to meet less frequently as the project progresses.
- You should provide the student with background reading recommendations to help orient them to the overall project.

## **Closing filled projects**

Let us know immediately if you have filled your project position (selected a student to hire), or if you have sufficient students to interview. We will close the project so that students can focus on pursuing open projects, saving you from additional emails and inquiries.

## **High Priority Projects**

If you have not been contacted by any AURCA students by September 12<sup>th</sup>, please let us know. We will flag your project with priority availability and promote it with individual students.

## **Student Compensation**

- Students are compensated for participation in AURCA through work-study financial aid funding.
- AURCA covers all student wages for program students in AURCA positions. Mentors must approve student time on a biweekly basis.
- Mentors and home departments are not financially responsible for the student's hourly compensation.

## **Approving Work-study Timesheets**

- AURCA students will submit their hours on biweekly timesheets online through myokstate.edu. You (or your designated approver) will approve these web timesheets biweekly.
- If you choose to designate an authorized time approver, you must let us know no later than when you select an AURCA student to hire.