Welcome New AURCA Mentors!

This sheet provides information for you to begin working with AURCA (Advancing Undergraduate Research and Creative Activity) students this year. Additional information is available on the AURCA website. The AURCA program is coordinated by Dr. Rachael Eaton, CAS program manager for student research. Please call (405.744.8703) or email (rachael.eaton@okstate.edu) with questions or concerns.

Finding AURCA Students for your Project

- Remember that the AURCA program is designed to expand opportunities for students who might otherwise not have the schedule or financial flexibility to engage in a research experience.
- Beginning **August 31st**, interested AURCA **students will email you** their resumes/CVs to request an interview. You will decide whom to interview and how many interviews to conduct.
- Students may apply to multiple projects at the same time and may have multiple interviews. During the interview, let the student know when they can expect a decision from you (either that you have selected them for the position, or not). If you offer the position to a student who has another scheduled interview, please allow the student to respond to your offer after additional interviews. We are looking for students and mentors to find the best fit experience.

Mentoring Agreement and Timesheets

Discuss the offer with your student (in-person or via email) before completing the AURCA mentoring agreement. When students accept an offer, you will both need to complete and e-sign the mentoring agreement. 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, adding a timesheet approver if different than you, and submit the agreement.
- After you submit, the student will receive an email to accept the agreement terms.
- Students may begin working after the agreement is submitted (and other hiring paperwork has been finalized).

After the agreement is processed, you will be emailed instructions for approving **biweekly timesheets**. Research mentors or designated approvers are responsible for approving hours worked; a required bi-weekly task. The AURCA program cannot approve timesheets or submit student hours. *Please remind your AURCA student about the importance of reporting and submitting hours worked each pay period*.

AURCA Student Program Components

- Research, creative, or scholarly activity with the mentor
- Monthly research seminars
  - Students are expected to attend monthly seminars on topics such as reading peer-reviewed literature, research responsibility, navigating the research environment, etc. If you have a suggested topic, please contact us.
  - There are three seminars each semester.
- Responsible Conduct in Research Training
  - Per OSU guidelines, all students conducting research must complete basic responsible conduct in research training. AURCA students who have not completed this training, or who have not recently renewed their training, must complete the basic RCR course through the CITI portal. Specific RCR trainings for your research discipline may be substituted for this basic course. Communicate potential substitutions with us as soon as possible.
  - Training details and links here: https://research.okstate.edu/research-compliance/rcr/training.html
- Annual Undergraduate Research Symposium
  - The university-wide annual symposium in April is a perfect venue for AURCA students to present their work (completed projects or in-progress work permitted).
  - We strongly encourage AURCA students to participate in the symposium.
  - Symposium preparation workshops will be available, in addition to free poster printing through the Edmon Low Library.

- Evaluations
  - End-of-year evaluation surveys will be sent to you and your student via email in late April. Survey participation is encouraged but not required for program participation.
  - AURCA participation is not associated with a course or grade.
  - If you have any concerns about your students or the program, please reach out to us at any time.

Best Practices for Student's First Days on the Project

- Take an **interest in your students.** The mentor relationship can be among the most valuable ones they form at OSU.
- **Orient** your student to the project, research environment, and any team members.
- **Clarify** goals and expectations; review the mentorship agreement, if needed.
- Openly promote **question-asking** and discussion.
- Establish clear **communication**:
  - If the student has questions, should they arrange a meeting, email, come to office hours?
  - What is the expected turnaround time for email, from both parties?
  - How much lead time should one give if a schedule conflict arises?
  - How much lead time do you require to review student writing, data, or other materials for feedback?
- Establish a **regular** schedule for your student, with set hours and meeting times.
- Offer **background readings** and other resources to help students understand the big-picture purpose and scope of the project, as well as how their work contributes to this.
- Discuss recommended **skill-building workshops** or trainings the student should take.
- Discuss **ethical issues** students may encounter:
  - Confidentiality; sensitive data on personal computers
  - Data or idea ownership
  - Data or information management
  - Plagiarism/acknowledging sources
  - Use of animal or human subjects/materials