

Example of Information Sheet for Prospective Research Mentor

Jane C. Doe
Jdoe@twu.edu 940.555.1234

Major: Biology
Minor: Chemistry
Expected Graduation Date: May 20__
Cum GPA: 3.6
Biology GPA: 3.7
Total hours completed: 65

Completed Coursework

Biology: General Biology I and II and labs, Ecology, Microbiology, Forensic Biology
 Chemistry: General Chemistry I and II and labs, Organic Chemistry I and lab
 Math: Pre-calculus and Calculus
 Other: Technical Writing

Research

I am interested in learning the basics of research and will be an enthusiastic and dedicated volunteer.

Employment

Currently, I work 20 hours per week as a server (Friday through Sunday only and Friday is flexible).

Skills

I have worked with the Microsoft Office Suite extensively and am proficient in Word, Excel, PowerPoint, and Publisher.

Future Plans

It is my hope to enter graduate school at either the University of Colorado-Boulder or Penn State University. I am interested in molecular biology but am not sure what my options are.

Fall 20__ Semester Availability

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	American History		American History		American History
8:30					
9:00					
9:30		Genetics		Genetics	
10:00	20 th Century British Writers		20 th Century British Writers		20 th Century British Writers
10:30					
11:00	Organic II		Organic II		Organic II
11:30					
12:00		available for research		available for research	
12:30					
1:00					
1:30					
2:00	Genetics Lab		Organic II Lab		
2:30					
3:00					Work
3:30					
4:00					
4:30					
5:00		6-9 History and Philosophy of Science			

Advice to Students Seeking Research Mentors

1. Research the possibilities:

- What areas of research interest you?
- Talk to your academic advisor and to your instructors for suggestions.
- Friends and classmates may also be able to suggest faculty members that have a reputation for being good research mentors.

2. Narrow down your search:

- Contact them to determine whether they are available for mentoring undergraduate researchers.
 - Go by during the researcher's office hours (if possible) and set up an appointment to discuss the possibility of collaboration.
 - There is nothing wrong with approaching more than one potential mentor simultaneously.

3. Prepare for the interview:

- Prepare for the interview. Bring a list of questions to ask, such as what kinds of projects might be available for you to work on, and whether this faculty has mentored other undergraduates.
- Take notes.
- Discuss how this experience is important to your future career plans.
- Bring a transcript of your coursework, should you need to discuss your academic background. Additionally, a course schedule could be helpful. You want to appear informed, prepared, and eager to learn and work.

4. Follow up on the interview:

- Make time to call or send a note thanking the researcher for meeting with you. A short e-mail will do.
- If the researcher is unable to offer you his/her support, do not be discouraged. Think of this interview as good practice for the next one.
- If the interview leads to an offer to collaborate, set up a time to further discuss the project, and ask for materials or references to help you prepare.

5. Details, details:

- Find out as much as you can about the project and the research environment before you accept to participate.
- Discuss issues such as how many hours/week can you devote to the project (and is this in agreement with your research mentor's expectations)?
- What skills will your project require and if you need training, when can this training begin?
- Be flexible and energetic

Questions? Contact Dr. Diana Elrod – delrod@twu.edu