

CofC Research Experiences for Undergraduates (REU) Program Summer 2021

Program-Mentor-Intern Contract

Expectations of the program

- The REU program will provide interns with a stipend, a food supplement, an allowance for research supplies, access to university email and library services, and either a housing stipend or accommodation in Grice Marine Lab housing (depending on conditions).
- The program coordinator, Dr. Robert Podolsky, will be available to help mediate any work-related issues that arise during the program. In addition, all of the program mentors are available to help, and interns are encouraged to talk with anyone in the program they feel comfortable with.
- The program administrative assistant, Katie Hiott, will be available to help with programmatic issues and to mediate any conflicts that arise.
- The College's Office of Diversity Education and Training can also be available to help mediate any issues that arise with interpersonal communication during the program.

Expectations of mentors

- Mentors will assist interns with selecting and designing research problems while encouraging originality and independence. Assistance may vary from the provision of a detailed research plan to guidance on projects that are developed by interns, at the discretion of the mentor.
- Mentors and other lab members will provide sufficient guidance throughout the program period for interns to complete projects and to prepare formal products (proposal, talk, manuscript).
- Mentors and other lab members will treat interns as professionals-in-training, expecting them to live up to responsibilities of all lab members in carrying out guided independent research, and not treat them as workers employed to carry out research for others. The focus must remain on intern learning, which sometime involves making mistakes, and not on lab productivity.
- Mentors will give appropriate credit to interns in publications and presentations that result from REU research projects, and will credit the program as dictated by NSF guidelines.

Expectations of interns

- Interns are expected to fulfill all requirements of the 10-week program within the program period, including participation in the final research presentation and the writing of a complete research manuscript.
- Interns will be expected to develop independent work practices but to call on their mentors and other program staff for help whenever needed.
- Intern work hours on research projects will be according to the expectations of the host lab and are likely to exceed 40 hours per week. Both laboratory assays and field work often entail irregular work hours. In addition to time in the lab or field, the REU program may also involve some weekend activities.
- In light of the full-time effort expected, participation in the REU is generally not compatible with other major demands, and interns are expected not to be taking courses or engaging in other employment. The program is meant to cover the financial needs of the intern.
- Interns are expected to be active participants in all aspects of the REU program, including orientation activities, workshops, lectures, field trips, social activities, and the research colloquium. If program activities will conflict with research requirements, interns should contact the program director in advance to work out a solution. Independent research and participation in the Science Communication activities are both high priorities.

- Interns will act responsibly when using research equipment and facilities and respect rules of the host laboratory and the facility. Research labs and other work spaces should be kept clean, organized and ready for use by others.
- Interns should recognize that independent projects are not guaranteed to produce research results that are publishable in the scientific literature. Experiments can fail and the ten week period may be too brief to collect sufficient data. Published projects often require additional effort by the intern after completion of the REU program. At the same time, research done by the intern may be part of a larger research program that will result in later publication. Decisions about publication should involve consultation with the intern, preferably early in the experience, but are at the discretion of the mentor.
- Interns will make all original research materials—notebooks, data, collected samples, photographs, or other recordings—available to the mentor before they leave the REU program. Interns should understand that by the rules governing granted research, all data and research associated materials belong to the research laboratory.
- In the case of interns living in GML housing, adherence will be required to housing practices established by the College of Charleston, Grice Marine Lab, the housing coordinator, and other dorm residents. A separate housing and roommate suite contract will be required. Special attention should be given to maintaining a clean kitchen and bathroom facilities, which can otherwise attract pests. Repeat offenses may incur costs for cleaning or pest control.
- Interns will be respectful of the work environment and practices of all host laboratories and will conduct themselves professionally. Serious problems in this regard will be addressed with the involvement of laboratory PIs and could result in dismissal from the program.
- Interns will assist the Program Coordinator by responding promptly to requests for information during the program as well as following the program, potentially for several years. Interns will be asked to participate in program evaluation as well as in providing updates about their further professional activities.

_____ Intern

_____ Mentor


Program Director

_____ Date