

RESEARCH APPRENTICESHIP PROGRAM

THE GUIDE FOR MENTORS



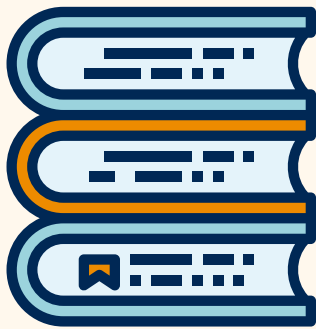
WHAT IS RAP?

The Research Apprenticeship Program allows students with limited or no research experience to use certain types of funding or gain course credit for undergraduate research apprenticeships with WVU research faculty. The goal of RAP is to expand research and creative opportunities for students and to facilitate their introduction to the concept of scholarship while learning about research methods in their field.

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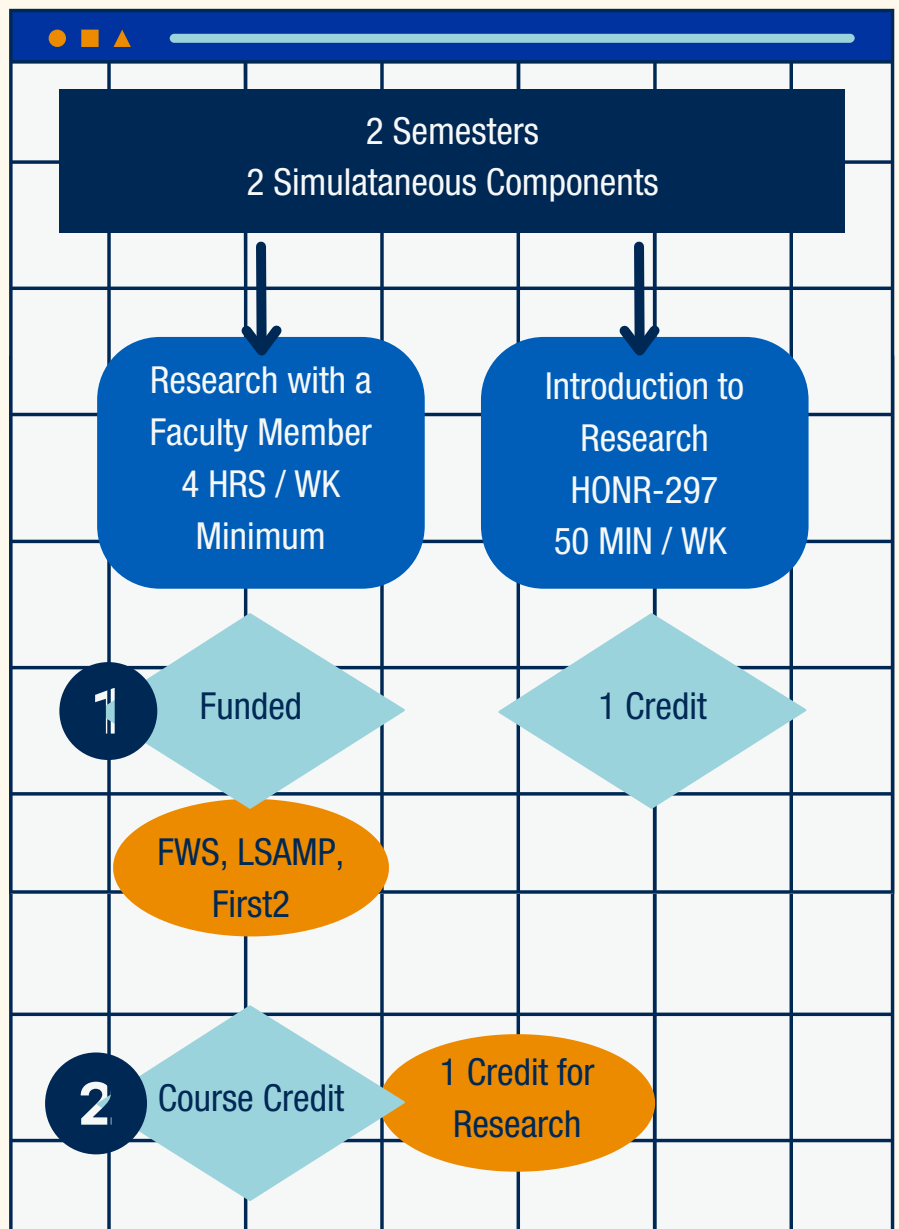
1. Overview
2. Mentor Information
3. Additional Information

[See Program Outline Below](#)



RESEARCH ACTIVITIES:

- Searching databases
- Literature review
- Resolving problems
- Planning next steps
- Shadowing others
- Research assignments
- Group meetings
- Discussing research
- Doing experiments
- Designing study
- Preparing presentation
- Trainings
- Reading protocols



MENTOR RESPONSIBILITIES

Mentor-Mentee Agreement

Aligning expectations and establishing effective communication routes are good ways to foster a successful mentoring relationship. To this end, after students are paired with a faculty mentor, RAP staff send both parties a Mentor-Mentee Agreement (MMA) to be discussed, completed, signed and submitted to the Office of Undergraduate Research as soon as the academic semester starts. MMAs are submitted through Qualtrics and after being paired, Mentor and Mentee receive a link and instructions to start filling out the document.

Reviewing Biweekly Reports

Every other week RAP apprentices need to fill out a report of their research activities and submit it to RAP. As soon as they submit, their mentors receive an automatic message to verify their reported research activities. Students have until Friday at midnight to submit the report. Mentors who DO NOT agree with the report have until the following Monday at noon to contact the Program. NO ACTION needed if the mentor agrees with the report. As a reminder, students are required to work at least 4 hours/week. Due dates for biweekly reports are included in the HONR-297 syllabus for each academic semester.

Assisting Apprentices with HONR-297 Assignments

RAP consists of two components: (1) research with a mentor and (2) an accompanying Introduction to Research class (HONR-297). These components are connected to each other. For this reason, some of the HONR-297 assignments will require mentors' contributions to be carried out successfully. Below are the assignments that require mentors' participation.

1st semester RAP students:

- Biographical interview with mentors to foster a closer working relationship.
- Interview with mentors to build an abstract for students' research.

2nd semester RAP students:

- Interview with mentors to further revise an abstract.
- Correction and approval of abstracts and presentations for the Spring Undergraduate Research Symposium, which is an opportunity for RAP students to present their research and is required of all second-semester RAP participants.

RAP SUPPORT FOR MENTORS

Mentors experiencing any problems with their RAP student (i.e., the student has stopped showing up to the research space, the student has ceased contact, the student is not performing adequately, etc.) should not hesitate to contact the RAP team. We can assist mentors in addressing different issues.

Training for Mentors

Mentoring undergraduate students with limited experience can be challenging. The RAP team provides a “Training for Mentors” workshop, which helps mentors (faculty members, graduate students, post-docs, etc.) navigate mentoring inexperienced undergraduate students. If interested, please fill out the [survey](#).

UNDERGRADUATE SYMPOSIA

Research symposia are an opportunity for students to communicate their work and receive feedback from peers, mentors, graduate students and faculty. For many students, presenting their research, scholarly, or creative activities is the culmination of years of work and represents a major leap from student to professional. Please visit our [Virtual Symposia](#) to see past presentations.

CONTACT US

[Research Apprenticeship Program](#)



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