



University of Colorado
Denver | Anschutz Medical Campus

EURēCA! Program Mentor Handbook

Federal Work-Study Undergraduate
Research Positions

A program of the Office of Undergraduate Research and Creative Activities with support from the Office of the Provost and involving collaboration with the Financial Aid and Scholarships Office, Experiential Learning Center, and Career Center

Note: This EURēCA! Program Handbook is intended to provide an overview of this program and to summarize policies described in detail in the [University of Colorado Denver | Anschutz Student Employment Handbook](#), published annually by the Student Employment Office. All on-campus University employers should read, be familiar with, and adhere to policies described in detail in the University of Colorado Denver | Anschutz Student Employment Handbook in addition to this program overview document. Every student should also be familiar with the Student Employment Handbook, in particular, the sections on Student Employee Information and Policy.

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Welcome Students and Faculty!

Thank you for your interest in the EURēCA! Program. The **Education through Undergraduate Research and Creative Activities (EURēCA!)** programs run by the **Office of Undergraduate Research and Creative Activities**, are designed to provide CU Denver students an opportunity to engage in educational collaborations with faculty mentors. The **EURēCA! Student Assistant and Fellowship Programs**, specifically, facilitate the use of Federal Work-study and University-provided funds to support qualified undergraduates to pursue professionally relevant paid research opportunities at CU Denver | Anschutz, either not-for-credit or for academic internship credit

Students, we are excited that CU Denver is able to offer you a variety of exciting opportunities to engage in mentored learning outside of the classroom. Take this time to learn to conduct original scholarship in your field, develop a professional relationship with a faculty mentor, immerse yourself in your discipline, explore academic and career options, follow your passion, and have fun!

Faculty, help us to introduce students to scholarship in your discipline, challenge our students by engaging them in professionally relevant and meaningful scholarly activities, and support them as they disseminate their findings to broader audiences. Ideally, participating in one or more of our EURēCA! Programs will advance your scholarship as well, as it has for many faculty members across our schools and colleges.

We are here to provide support as you navigate the process of joining our community of scholars and mentors. Please do not hesitate to contact our office with questions about this or other EURēCA! Programs. We are here to support you!

Erin Golden, PhD

Director of Undergraduate Research and Creative Activities

<https://www.ucdenver.edu/lynxconnect/undergraduate-research>
undergrad.research@ucdenver.edu

LYNXCONNECT

INTERNSHIPS
STUDY ABROAD
RESEARCH
CAREER SERVICES

What is the Office of Undergraduate Research and Creative Activities?

The Office of Undergraduate Research and Creative Activities (URCA) provides CU Denver | Anschutz students the opportunity to connect with the research and creative mission of the University. Our Education through Undergraduate Research and Creative Activities (EURēCA!) programs facilitate collaboration between students and faculty to incorporate inquiry, design, investigation, and discovery into learning experiences outside of the classroom.

In addition to the [EURēCA! Student Assistant Program](#), URCA also runs the [EURēCA! Summer Fellows Program](#), [EURēCA! Grants Program](#), and organizes the annual [Research and Creative Activities Symposium \(RaCAS\)](#). Our office also provides seminars, workshops, and student advising services to CU Denver undergraduates interested in accessing mentored learning opportunities across the CU Denver | Anschutz campuses.

The URCA Team:



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EURēCA! Student Assistants and Fellowships – Why Should Faculty Participate?

Recognizing that CU Denver is a research institution, the EURēCA! Programs have been designed to advance faculty scholarship while helping students connect with our university's vibrant research and creative community. From posting job descriptions and recruiting students, through hiring and payroll management, the EURēCA! Program removes administrative and financial burdens so that you, the faculty mentor, can focus on the hands-on training of your EURēCA! student.

We do this through multiple mechanisms:

- **EURēCA! Student Assistants** - an introductory program that leverages federal-work study dollars and grant funds to provide entry-level salary support to undergraduates new to the research and creative enterprise.
- **EURēCA! Fellows** - a competitive funding program that provides salary support to more advanced undergraduate researchers as they move beyond the exploration stage into independent scholarship.

To facilitate student/faculty collaborations, the EURēCA! program leverages federal work-study and University-provided funds to offset student salary costs. Typically, students utilizing a work-study award can work up to ~200/semester at no cost to their faculty mentor. Students without work-study can request matching funds from the URCA Office on a first-come first-served basis to minimize salary costs for their mentor.

Why work-study? Expanding work-study jobs to include research-based activities increases the opportunity for students who might not otherwise be able to engage in this type of scholarship due to their academic and economic backgrounds. Furthermore, a recent study at CU Denver showed that work-study eligible students who take advantage of their awards are twice as likely to graduate within six years as those who do not!

You may be eligible to sponsor a EURēCA! Student Assistant or Fellow (EURēCA! Mentee) if you are affiliated with the University of Colorado Denver | Anschutz as a faculty member, research scientist, librarian, academic administrator, and/or professional staff member in any school or college, research center, institute, or hospital. The EURēCA! Programs also welcome professionals working in the greater Denver community and community-based organizations. Post-docs, graduate students, staff, and others working under the guidance of a faculty member or senior staff

member require that person's permission before submitting an application to become a EURēCA! Mentor.

What Does it Mean to be a Mentor?

Across studies, students report that the most important aspect of the undergraduate research experience is their relationship with a mentor¹

An essential aspect and expectation of the EURēCA! Programs is **mentorship**. The intention of this program is to support faculty that will take an active role in nurturing the intellectual and scholarly development of their student(s) by involving them in all aspects of their research. This program should not be viewed as a source for free labor or "hands", instead it is an opportunity to foster student learning outside of the classroom – an often exciting and personally fulfilling experience!

As you prepare to enter a new mentor/mentee relationship please keep in mind:

- Mentors are essential in ensuring the success of a student's scholarly experience. For some students, their EURēCA! Mentor will be the first individual to intellectually engage them outside of the classroom.
- Through this program students should gain both discipline-specific and universal career skills. Mentors play an essential role in teaching students the techniques and methodologies that will prepare them to address relevant questions in their field, as well as general professional skills. These include creativity, judgement, communication, organization, and persistence, among others.²
- Mentors provide opportunities for students to participate in research, creative, and other scholarly activities. They also facilitate dissemination of the outcomes from these activities, encouraging students to present at group meetings, attend conferences, and contribute to publications or other professional works.
- Mentors provide guidance to students as they plan their training trajectories by elucidating what is needed to become a professional in their discipline and by helping to set goals and milestones. In doing so, mentors train a new generation of scholars and practitioners.
- Mentors should gain personal satisfaction from working with students. Watching students gain new skills, mature intellectually, and begin contributing original ideas to their discipline are all part of the joys of mentoring.

¹ Temple, L., Sibley, T.Q., & Orr, A.J. (2010). How to mentor undergraduate researchers. Washington: Council on Undergraduate Research
² Showman, A., et al. (2013). Five essential skills for every undergraduate researcher. Council on Undergraduate Research Quarterly

[Click here to access some of our favorite publications addressing the importance of mentorship in undergraduate research.](#)

Who is Eligible to be a EURēCA! Mentor?

To be eligible to mentor a EURēCA! student, the primary mentor must:

- be a CU Denver | Anschutz faculty member or be a CU Denver | Anschutz employee affiliated with a faculty member, who will serve as the primary mentor (e.g., research instructor, post-doctoral scholar, professional research associate, advanced graduate student);
- hold or be affiliated with someone who holds a full-time tenured, tenure-track, or clinical teaching track appointment;
- maintain an active scholarly program in any discipline, academic unit, or college at CU Denver | Anschutz;
- be committed to engaging EURēCA! Students in their scholarship, to include providing University trainings, one-on-one mentoring meetings, and group meetings;
- complete pre- and post-activity assessment materials, as requested by the Office of Undergraduate Research and Creative Activities;
- demonstrate a commitment to EURēCA! Programs at CU Denver, including the [Research and Creative Activities Symposium \(RaCAS\)](#) held each spring. Note: EURēCA! Mentors may also be invited to serve on student grant and fellowship review committees, join the EURēCA! Program advisory board, or help organize student-facing workshops and seminars on a voluntary basis;
- participate annually in at least one [Center for Excellence in Teaching and Learning](#) workshop or similar mentorship training event.

Who is Eligible to be a EURēCA! Mentee?

To be eligible to hold a EURēCA! position, a student must:

- hold degree-seeking CU Denver undergraduate status;
- submit a Free Application for Federal Student Aid (FAFSA) and apply for a work-study award as part of their financial aid package;
- complete a University of Colorado Background Request Form, pursuant to the CU Denver | Anschutz Background Investigations Policy;
- be enrolled part-time or full-time (*at least 6 credit hours*) throughout the semester, including summer semesters ([see CU Denver | Anschutz Student Employment Handbook for details](#));
- maintain Satisfactory Academic Progress assessed at the end of each semester based upon grade point average, completion rate, and overall attempted credit hour limit;
- have relevant coursework and demonstrated skills, which will vary with the proposed scholarly activity;
- commit to presenting outcomes of scholarly activity at the [CU Denver Research and Creative Activities Symposium \(RaCAS\)](#), held each spring.

Note #1: It is highly recommended that undergraduates interested in applying for EURēCA! positions meet briefly with an advisor or counselor in **LynxConnect** to answer questions about the program and to ensure that their application materials (i.e., resume, cover letter, transcript, work-study award letter) are appropriate for these positions.

Note #2: Students also may choose to use their research toward academic internship credit in addition to receiving financial compensation as part of their work-study award.

Undergraduate Research advising appointments can be scheduled with the Undergraduate Research Advisor (Liz Evans) or URCA Director (Dr. Erin Golden) in Handshake: <https://ucdenver.joinhandshake.com/appointments/new>

Recruiting and Hiring a EURēCA! Student Assistant

CU Denver undergraduates are eager to learn, interact with faculty, and put the knowledge and skills they are learning in the classroom to work in the real world. Strategically tap into the talented workforce awaiting you here! Mentors, ask yourself, what activities will benefit a student while also advancing your own scholarship? Of these activities, which can be accomplished by undergraduates? And what qualifications are most important to successfully complete them? How many hours are needed to accomplish this work? How flexible can you be in scheduling student hours?

1. Write a Good Job Description

In order to initiate a EURēCA! Student Assistant job posting, primary faculty mentors are required to complete an online application that addresses all of the elements of a job description and that, if approved, will be used to compose a job posting on the University's student employment platform.

The EURēCA! Mentor application is accessible from our website:

<https://www.ucdenver.edu/lynxconnect/undergraduate-research/jobs>

Each EURēCA! Student Assistant job must provide the undergraduate employee direct experience with scholarship in your discipline at a level that is compatible with the student's interests, knowledge, skills, and professional goals. EURēCA! Student Assistant jobs are **not** administrative support positions that limit student involvement to the role of “gopher,” data entry clerk, or any other menial work unrelated to a collegiate program. As such, we expect that mentors will treat their EURēCA! Student Assistant(s) as a full member of their scholarly team. Above all, undergraduates participating in this program must maintain satisfactory progress toward the completion of their degree.

Tips and examples for EURēCA! Student Assistant job postings can be found in [Appendices A and B](#). The Office of Undergraduate Research and Creative Activities staff are happy to assist you in completing your Mentor application – contact undergrad.research@ucdenver.edu with any questions you may have.

[Click here to access some of our favorite publications addressing the importance of mentorship in undergraduate research.](#)

EURēCA! Mentor Application Components

1. Name of the position (e.g., Research Assistant in Bioinformatics) Note: This is not the job classification.
2. Name and address of the faculty mentor
3. Department/unit in which student will be employed.
4. Location at which the student will perform their duties.
5. Name of student's direct supervisor.
6. Position description 2-5 sentences long describing the nature of the position in reasonably nontechnical language geared toward undergraduates.
7. Purpose/role of the position within the group.
8. Duties and responsibilities associated with the position and how they relate to the purpose/role.
9. Specific skills that students can expect to gain as a result of working with you.
10. Description of your mentoring plan, including how you will provide a structured learning environment for the student. **Note: this should include details of remote work and Safe Return accommodations.**
11. Minimum and preferred qualifications required for the position. Specific knowledge, skills, or other abilities required to complete the work as well as those desired but not required for the position.
12. Coursework and/or minimum GPA required for the position.
13. A list of any required trainings (University mandated or otherwise) that the student will need to complete for this position.
14. Number of hours per week the student should commit to working on the project.
15. Preferred work times (Note: Federal guidelines dictate that the work schedule must not conflict with student assistant's class schedule or academic progress).
16. Materials beyond a CV/Resume, Cover Letter, and Transcript, that students should submit when applying.

2. Register for Handshake

CU Denver's career platform, [Handshake](#), is where students can search and apply for research positions, internships, and other opportunities. Once your mentor application is accepted, URCA staff will use the information provided to post your position in Handshake. You may register as an employer to edit the job post, review application materials, and update hiring status, but this is not required; application materials will also be sent directly to your inbox. The Office of Undergraduate Research and Creative Activities is happy to communicate with you about your applications, but it is ultimately your responsibility to manage the process of interviewing and candidate selection.

[You can find more information about creating your Handshake Account here.](#)

3. Advertise Your Position and Recruit Students

Successful recruiting is a critical step to ensuring a positive and productive student-mentor relationship.

Any student with a Handshake account can search for EURēCA! job postings. However, only those undergraduates who have completed the online EURēCA! Student Assistant presentation, and passed the accompanying quizzes, will be able to apply. Students who are unsure if they have completed this requirement should look for a "eurekaok" label on their Handshake account.

The Office of Undergraduate Research and Creative Activities and LynxConnect will advertise and recruit students to the EURēCA! Student Assistant Program; however, undergraduates most often hear about opportunities directly from the faculty members themselves. As such, we highly recommend that you share your job posting within your networks. Announce that you are hiring and promote the EURēCA! Student Assistant Program in your classes. Provide promotional materials to your colleagues and undergraduate major advisors. Distribute the job description through your department's student listserv. Share information at faculty and committee meetings. The more people that know about the EURēCA! Student Assistant Program, the more candidates you will have to choose from!

4. Hire Your Student Assistant Researcher

The Handshake student employment platform will accept and manage all student applications and will send notifications directly to the email address provided in your Mentor application. URCA Office staff will be monitoring incoming applications, but it is the responsibility of the EURēCA! Mentor to track and review applications, interview candidates, and choose their student mentee.

You may decide to interview all, some, or none of the candidates that apply to your position. These applicants will submit proof of their work-study award if they have one, the one requirement mandated by the Office of Financial Aid and Scholarships. Any other requirements are completely up to you. Please note that even if a faculty member has a student in mind for the position, that student must apply and be hired through Handshake to qualify for the EURēCA! Student Assistant Program. It should also be noted that faculty can hire student hourly and Work-Study employees outside of the EURēCA! program.

Once faculty have interviewed students and chosen a EURēCA! Mentee for their position, they should make the selection in Handshake and notify the Office of Undergraduate Research and Creative Activities. The Undergraduate Research Advisor, Liz Evans (elizabeth.evans@ucdenver.edu), will work with the selected candidate to complete the final steps in the hiring process, including meeting with URCA staff and completing of the Student Experience Learning Agreement. This can take up to several weeks depending on students' responsiveness. **Note that Students cannot begin working until this Learning Agreement is completed and approved by all parties, including the Office of Financial Aid and Scholarships. An employer/faculty member who has a student start working before they are hired is in violation of federal labor laws.**

Students with an already established university employee ID number will not need a background check or I-9 verification process typically. All students who do not have a university employee ID number will need to go through a background check and provide I-9 verification to work in the United States. Mary Baitinger (mary.baitinger@ucdenver.edu) will work directly with EURēCA! program students to finalize their employment status and hiring.

Application Process: EURēCA! Fellowships

The EURēCA! Fellows program is for students who have previously worked with a EURēCA! faculty mentor and would like to continue receiving support from the URCA office as they take their research to the next level. The goal of the Fellows program is to help students develop into independent student scholars who are prepared to competitively apply for graduate school and highly desirable jobs. EURēCA! Fellows are required to attend a set number of professional development activities and cohort meetups throughout the year, and receive additional, individualized support from the URCA office.

In order to continue as a EURēCA Fellow, Student Assistants and their EURēCA! faculty mentors will fill out a joint application each spring outlining the project scope and mentoring plan. Application and details can be found on the URCA website: <https://www.ucdenver.edu/lynxconnect/undergraduate-research>

General Employer Responsibilities

All on-campus University employers must read, be familiar with, and adhere to policies described in detail in the [University of Colorado Denver | Anschutz Student Employment Handbook](#), which is abstracted here. Additionally, employers should ensure that every student researcher is familiar with the Student Employment Handbook and has read and understands the Student Employee Information and Policy sections of the handbook. Student researchers are considered employees; therefore, faculty mentors are employers and must adhere to employer guidelines.

Employee Training

All employers must ensure that **all** student employees complete the University of Colorado Denver | Anschutz mandatory Skillssoft trainings listed below:

- CU: Discrimination and Harassment
- CU: Information Security and Privacy Awareness training

Additional HR and departmental trainings associated with the student researcher position (e.g., FERPA, HIPAA, Sexual Harassment, Discrimination, Lab Safety Training) may also be required. If employers have questions regarding the specific training(s) student employees should complete, they should contact Student Employment and/or their home department.

Timesheets

Time reports are submitted and verified through the online system MyLeave. Daily time in and out is required on the time report. A mandatory 30-minute break is required when a student works six consecutive hours. This must be shown on the time report as time in and out.

It is ultimately the student's and supervisor's responsibility to keep track of work-study earnings and awards throughout the semester. Furthermore, it is the sole responsibility of the student to be aware of possible funding and status changes, along with any work-study award reductions to their Financial Aid during the semester. It is also the sole responsibility of the student to immediately inform their supervisor of any changes that can affect their work-study award and employment eligibility. With a starting salary of \$15.87/hour, normal awards of \$3,000 allow for 200 hours across the semester. Students are eligible to request additional work-study funds from the Financial Aid office, but this must be done before their original award is exhausted. Students who do not have a work-study award are still eligible for these positions but are limited to 100 hours of paid work per semester.

Any earnings over a student's allotted Work-Study award will be paid at 100% by the employing department/unit not the EURēCA! Program.

Evaluating Students

Faculty will be asked to assess the student's skills and performance twice during the academic semester. This feedback will be prompted by emails from the Undergraduate Research Advisor during the middle of the semester and at the end of the semester. The feedback during the middle of the semester is more informal while the end of semester feedback will take the form of an evaluation link that must be completed by the end of the academic semester. This completed evaluation from faculty is required for students using their student assistant position as a For-Credit Academic Internship. Students will also complete an evaluation about their experience in the research position.

Additional Information

Contact the following for detailed information about EURēCA! Programs:

- **Dr. Erin Golden**, *Director of Undergraduate Research and Creative Activities*
Phone: 303-315-5028
Email: Erin.Golden@ucdenver.edu
Location: LynxConnect, Tivoli 439
- **Liz Evans**: *For-credit and not-for-credit undergraduate research advising*
Phone: 303-315-4000
e-Mail: elizabeth.evans@ucdenver.edu
Location: LynxConnect, Tivoli 439
- **Financial Aid and Scholarships Office**: *Work-study awards and hiring*
Phone: 303-315-1850
Email: Financialaid@ucdenver.edu
Location: CU Student Commons Building, Suite 5105
- **LynxConnect**: *Resume and cover letter assistance, trainings, and workshops*
Phone: 303-315-4000
Email: LynxConnect@ucdenver.edu
Location: LynxConnect, Tivoli 439

Federal Work Study and FAFSA Information

The Office of Financial Aid and Scholarships at CU Denver offers opportunities for Student employment on campus. To learn more and apply for positions begin by logging into [UCDAccess](#), clicking the **Financial Aid** tab then **Student Employment** which will link to the **Handshake Job Board**. More information about Handshake can be found within this [student guide](#).

To be considered for a Federal Work-Study Award at the University of Colorado Denver, you should complete the Free Application for Federal Student Aid (FAFSA) through the [FAFSA website](#). **Priority Deadline is April 1st and online applications must be submitted by June 30th!** If you are initially not awarded Federal Work-Study as part of your aid package, reach out to the Office of Financial Aid and Scholarships, and complete a Work Study Request Form. If you are subsequently awarded a Federal Work-Study award, you will receive a revised award notification.

Questions? Visit the Office of Financial Aid and Scholarships in Suite 5105 on the fifth floor of the Student Commons Building between 8:00 a.m. and 5:00 p.m. Monday-Friday. You can also contact the office by phone at 303-315-1850 or email at Financialaid@ucdenver.edu.

Appendix A: Tips for Writing a Job Description

The job description serves as the framework for the student’s work experience.

Job Description

1. Determine the actual tasks and responsibilities prior to determining any special qualifications required for the position.
2. Describe the position and responsibilities in a way that will entice the student to want to learn more about your research.
3. Include duties that peak student interests and demonstrate that you intend to assign meaningful and significant projects.
4. Include “Reports to” and “Consults with” information so the student understands with whom they will be interfacing.
5. A well-written job description is more than a list of tasks. It reflects a sense of priorities and opportunities for learning.
6. Ideally, word the job description in such a way that student’s performance can be measured.
7. For virtual/remote research, identify the technology platforms to be used and a plan for training and supervision of the student.

What skills will the student learn?

Consider these questions:

1. What can students learn that will advance their understanding of prior University coursework?
2. What industry-specific skills will the student gain to enter better prepared for a career in this field?
3. Are there any special training programs that will occur during this intensive experience?
4. What professional skills will the student acquire during this experience?

Qualifications

This section defines the specific minimum skills, attributes or credentials required to start in the position. Following are some examples:

Too General	Be Specific
Computer literate	Proficient with Microsoft Word, Excel, ARCsoft
Good Communication skills	Ability to communicate technical information to nontechnical audiences
Handles administrative tasks	Receives and processes monthly human resource action reports

Appendix B: Tips for a Quality Mentoring Plan

A research mentor is someone who can provide feedback, support, and structured goal-setting to move students forward as researchers. Mentors can help student researchers engage in research and scholarly activity, grow in an understanding of their field, and provide experience relevant for future professional goals. With guidance from their mentors, students can engage in key elements of research and scholarship, learning to distinguish between personal beliefs and evidence, as well as to situate the concepts, practices, and results of their work within a broader context.

A quality mentoring plan is key to encourage structure and growth for emerging scholars. Below are some examples of previous EURēCA! mentoring plans.

Example mentoring Plans:

1. It will be the faculty mentor's responsibility to keep the project on track and moving forward. Many of the things we do in laboratory-based research do not work initially, requiring troubleshooting. While this is a completely normal part of the process, many students get frustrated if things don't work the first time. A big part of the faculty mentor's role is to help students overcome this mental barrier and learn to troubleshoot for themselves. This is accomplished by having the student understand all the aspects of their experiment, and why certain conditions are used. With this basic knowledge, they can now begin to adjust and optimize conditions that will eventually lead to success.
2. The Mentor and mentee will meet once a week to discuss the progress of the project. If problems arise or any step of the project hasn't been working, we will troubleshoot together to figure out how to go forward. Success will be measured by whether the milestones of the specific plan described in the project proposal are being met. The preferred method for communicating will be in person for daily meetings and updates. A PRA can also help if the main faculty mentor is unavailable. And if necessary, email is a perfectly good means of communication.
3. Trainees have individual one-on-one meetings with the faculty mentor to check in about research progress, timelines, and goals. Meetings are 15-20 min for undergraduate RAs. Undergraduate RAs and new MS RAs also meet with a PhD co-mentor weekly for 30 min. At the beginning of each semester, the faculty mentor has longer meetings with each trainee to discuss progress and upcoming goals. At the end of each semester, the faculty mentor will have another one-on-one extended meeting to discuss performance over the semester. In preparation for these meetings, students fill out a reflection assessing their strengths, weaknesses, accomplishments, goals, and ideas for how they, the team, and the faculty mentor

can improve. During the meeting, the trainee and mentor discuss the student's reflection and a progress report for them where the mentor assess their performance including in general, disseminating work (e.g. presentations and writing), understanding of the science, ability to work independently and in a team, and using technology. Additionally, the team connects virtually through email and slack to answer questions and keep projects moving in between meetings.

4. The faculty mentor and co-mentor will provide oversight and guidance to the mentee in the lab. The student will be onsite 10-12 hours per week and will submit a bi-weekly activity report via e-mail or Microsoft Teams chat. The mentor and co-mentor will provide feedback regularly so that the student may adjust their performance and grow professionally. The faculty mentor and co-mentor will encourage professional and academic development of the mentee as an aspiring scientist. The student will learn technical skills essential for immunology research as well as general good laboratory practices and research ethics. The co-mentor will work alongside the student, teaching skills and scientific concepts, and helping the student gain independence at the bench. The faculty mentor will meet at least once weekly to review project progress, troubleshoot, and guide intellectual development. She will also review written and oral reports, providing verbal and written feedback.

Appendix C: Example EURēCA! Position Descriptions

1. EURēCA! Student Assistant in Behavioral Neuroscience

Purpose:

The research assistant will conduct experiments that will contribute to broader team projects. This student assistant will collaborate with other lab members, including research assistants, graduate assistants, and the principal investigator to gain experience in behavioral neuroscience research.

Position Description:

The research assistant will conduct behavioral neuroscience research aimed at understanding how exercise increases stress resilience in rodent models. This student assistant will be involved in all aspects of research, including study design, lab work, method development, data generation and analyses, and data presentation.

Duties and Responsibilities:

Duties may include data collection, working with live rats, small animal surgery, tissue collection, and microscopy supporting the principal investigator's research on exercise and stress resilience.

Skills and Knowledge Gained:

Critical thinking; problem solving; state of the field technical skills; experimental design; database management; statistical analyses of data; confidence conducting research; communication skills.

Minimum Qualifications:

Strong work ethic, willingness to work with live rodents, ability to work with others in a team environment, and previous lab experience.

Preferred Qualifications:

Prior work with live animals, microscopy, or molecular biology techniques preferred.

Trainings to be Completed:

Environmental Health and Safety, Bio-safety, IACUC, Information Security and Privacy, and Discrimination and Harassment Trainings.

Position Commitment:

10 - 15 hrs/week

2. EURēCA! Student Assistant in Photography

Purpose:

The research assistant will work with a faculty mentor on fine art photography projects and exhibits.

Position Description:

The research assistant will employ experimental analog techniques in the black and white darkroom, assist with the production of exhibition quality prints, and prepare photographic materials for exhibitions

Duties and Responsibilities:

Duties may include shooting with medium and large format cameras, selecting props for still life photographs, developing black and white film, printing black and white photographs in the darkroom, experimenting with light-sensitive photographic materials, creating editions of final prints, preparing prints for exhibitions, creating print inventories, maintaining a clean studio space, preparing digital files for publicity materials, crating and shipping framed photographs, and participating in the business practices of a professional artist.

Skills and Knowledge Gained:

Creative and conceptual skills related to the production of contemporary art, technical skills in analog image production, understanding fine art business practices, ability to prepare artwork for an exhibition, confidence in conducting creative research, and communication skills.

Minimum Qualifications:

Experience developing black and white film and printing black and white negatives. Strong work ethic, organizational skills, communication skills, and ability to work independently.

Preferred Qualifications:

Experience shooting medium and large format cameras, experience with mat cutting, framing and presentation of artwork, working knowledge of Photoshop, and working knowledge of Lightroom.

Position Commitment:

10 hrs./week

Trainings to be Completed:

Information Security and Privacy Awareness Training and Discrimination and Harassment Training. Will also receive training on equipment in the studio as needed.

3. EURēCA! Research Assistant in Art History and Chinese Studies

Purpose:

The position will provide the student with experience in scholarly research in the humanities through the disciplinary tools of art history and Chinese studies.

Position Description:

The research assistant will assist the principal investigator, an art historian of Chinese art, with various stages of a book project. The assistant will conduct library, archival, and web-based research on the subject of twentieth-century Chinese art and its intersection with global modernist art.

Duties and Responsibilities:

The assistant will help with the identification, procurement, and organization of sources from Interlibrary Loan and web-based archives. Depending on the assistant's level of experience and reading ability in foreign languages, the assistant may also preview, assess, and summarize sources. The assistant may also assist with logistical components of the project, such as contacting and communicating with collaborators to secure images and reproduction rights, and cataloguing files (physical and digital) related to the book project. The assistant may also help to create PowerPoint decks and textual materials for conference presentations and lectures.

Skills and Knowledge Gained:

The assistant will gain skills in library and archival research, including source acquisition and analysis, as well as critical thinking and advanced reading comprehension skills. The assistant may also gain further competency in foreign languages (Chinese, Italian, French, etc.), professional communication, laws on intellectual property, and data management.

Minimum Qualifications:

Strong oral and written communication skills; experienced in library research and paper-writing; curious mindset; interest in historical research; ability to work independently and problem-solve.

Preferred Qualifications:

Although not required, the ideal candidate will have a background in art history, history, East Asian or Chinese studies, and/or basic reading skills in Chinese. All otherwise-qualified candidates with an interest in these subjects—even without experience—will be considered.

Position Commitment:

10 hours/week with flexible schedule.

Application Requirements:

A writing sample, preferably a humanities class, would be appreciated.