# Scholar / Mentor Contract for the UGA PREP

## UGAPREP Scholar Responsibilities

- Identify potential laboratories of interest
- Formulate career goals and how UGA PREP will help meet them
- Attend initial UGA PREP activities on campus
- Understand scheduled UGA PREP activities and attend on a regular basis

## UGAPREP Faculty Mentor Responsibilities

- Meet with potential UGA PREP Scholars
- Discuss potential projects and what they entail with Scholars
- Describe lab environment and identify potential Scholar’s research partner

### Prior to Lab Placement

- Identify potential laboratories of interest
- Formulate career goals and how UGA PREP will help meet them
- Attend initial UGA PREP activities on campus
- Understand scheduled UGA PREP activities and attend on a regular basis
- Meet with potential UGA PREP Scholars
- Discuss potential projects and what they entail with Scholars
- Describe lab environment and identify potential Scholar’s research partner

### Once Lab Placement Established

- Work with mentoring team to formulate IDP
- Understand daily schedule, lab duties, expectations, and process for vacation and sick leave
- Understand program activities schedule, including lab meetings, seminars, journal clubs and Research-in-Progress seminars
- Share schedule of classes and UGA PREP meetings and activities with mentor
- Schedule and complete laboratory training and other required forms as appropriate (occupational health, laboratory safety, right-to-know, biosafety, human subjects, etc.)
- Identify personal mentor
- Identify co-mentor and help to identify personal mentor
- Work with mentoring team and Program Director (PD) to formulate IDP
- Introduce research partner (should be a graduate student or postdoctoral scientist)
- Confirm that research partner understands Scholar’s schedule, activities, and embraces program expectations and goals and is willing to mentor and serve on mentoring team
- Define initial research activities to be performed by Scholar and degree of independence
- Outline to Scholar and research partner the path to greater independence and responsibilities in the lab

### Throughout UGA PREP Program

- Complete entire UGA PREP training program
- Adhere to IDP
- Remain committed to research project and personal development
- Attend UGA PREP meetings, classes, and activities, including seminars and symposia as appropriate
- Enroll in recommended courses and earn a B or higher/take GRE as needed
- Discuss concerns about Program promptly with mentor/ PD (or through personal mentor)
- Complete program self-assessments and evaluations of Program staff
- Maintain portfolio of Program materials
- Apply to graduate programs and share graduate interview experiences with mentoring team, PD, and peers
- Prepare and present poster at CTEGD Annual Molecular Parasitology/Vector Biology Symposium
- Meet with the Scholar weekly to track research and IDP progress
- Maintain mentor’s log to track Scholar progress
- Meet with mentoring team monthly to discuss Scholar’s progress; report to PD and Training Oversight Committee as required
- Create a supportive environment
- Promote interaction between the Scholar and current graduate students, including underrepresented groups
- Mentor the Scholar on the nature and demands of graduate training
- Advise the Scholar regarding graduate programs to consider and support the development of the graduate applications
- Introduce Scholar to professional networks
- Mentor the Scholar in preparation of presentations for lab meetings and conferences
- Complete evaluations

### After UGA PREP Program

- Complete program evaluation
- Establish LinkedIn profile and update regularly
- Respond to follow up emails, phone calls and surveys from Program
- Stay in touch with mentor
- Be receptive to inquiries from prospective UGA PREP Scholars
- Pursue a graduate program in biomedical science
- Complete program evaluation
- Stay in touch with Scholar to remain current on his or her status (at least yearly) and for follow-up on potential publications for which the Scholar is an author

### STUDENT AGREEMENT

- I have read the above and understand my responsibilities to the UGA PREP program and my laboratory.

### MENTOR AGREEMENT

- I have read the above and understand my responsibilities to the UGA PREP Scholar and the UGA PREP Program.

### Signatures

- Scholar’s Name:
- Mentor’s Name:
- Scholar’s Signature and Date:
- Mentor’s Signature and Date:

### UGA PREP Scholarship Dates: