**What are my main responsibilities as a mentor?**

- Be aware of all schedules, timelines, important dates etc. [https://vetmed.tennessee.edu/research/veterinary-summer-scholars/](https://vetmed.tennessee.edu/research/veterinary-summer-scholars/)
- Mentor the student through the research project itself.
- Make sure your student is attending lab meetings, journal clubs, etc., as pertinent to the research being done.
- Make sure you are checking in with them AT LEAST once a week regarding their project, any help they may need etc.
- Make sure they are logging their time correctly. Details about working/payable time are below.
- Make sure they are attending the 1-2 weekly seminars hosted by the program. They will be Tuesdays 12pm-1pm in Tickle B224. **The official start date is Monday May 29th, with required student orientation Tuesday May 30th 12pm-1pm in Tickle B224.**
- About halfway through the summer, you and your student should start working on the presentation slides for their culminating project. It is expected that you review, revise and assist the student in the creation of these slides. Details are below for the culminating presentation.

Each scholar must decide this with their mentor. While some of the research projects can be completed in a traditional 8:00 a.m. to 5:00 p.m. workday, others involve weekend and evening work. In addition, if a scholar needs to be absent from the project for any reason, this needs to be discussed with their mentor. **It is expected for students to take up to a week off for vacation in the summer. Mentors should be accommodating of this and organize this with the student. Remember, they cannot work more than 40 hours per week.**

Students funded by the COE program are paid $10 per hour, not to exceed 40 hours of work per week, a maximum of $4,000 for the summer. Each project has a varying workload. Some projects may require full time 40 hours per week, whereas some projects may only require 20 hours per week. This is important to discuss with your potential mentors when looking for a project.

Students funded by [Boehringer Ingelheim](https://boehringer-ingelheim.com), Merck Animal Health, AVMA 2nd Opportunity, Morris Animal Foundation are expected to work close to the full 40 hour weeks, for a pay rate set by the sponsoring agency. Those rates vary each year, but are usually between $5,000-$6,500 for full time 40 hours per week projects.
What counts as “payable time” for the program?

Scholars can log their paid time for the following:
- Active research being done.
- Attending the weekly program 1 hour seminars.
- Attending any lab meetings/journal clubs as required by the mentor.
- Remember, students may not exceed 40 hours per week.
- The official start date is Monday May 29th, with required student orientation Tuesday May 30th 12pm-1pm in Tickle B224.

How do students find a research project/mentor?

Mentors fill out the proposal forms and email those back to Morgan Tolbert mtolber4@utk.edu. Drs. Rajeev and Odoi will review those and select the proposals for funding.

All available research projects will be posted here for students to view on February 6, 2023. Once a student finds a project that they would like to work on, their next goal is to set up a meeting with that mentor to further discuss the project. Students are encouraged to talk with multiple mentors, to get better understanding of what each project entails.

MENTORS: You should be talking with students ahead of their application due date, so you have a preference of what student you’d like for the project.

Next, students will fill out the application by clicking here. Students will be required to list their potential mentors in preference order. They may list up to 5 mentors. Only list those projects that you are willing to work on. Student applications for Summer 2023 are due February 27, 2023 at 5pm.

Faculty mentors will also fill out a ranking form clicking here for up to four students in preference order. Only list the student(s) that you would like for the project. You are only required to list one, but may list up to four. There may be multiple students interested in this project. Mentor “ranking of student” forms for Summer 2023 are due February 27, 2023 at 5pm.

Last, the students and mentors will be matched. The student and mentor ranking forms will be processed by Assistant Dean Dr. Agricola Odoi and Summer Program Director Dr. Sree Rajeev. Match results will be announced via email on March 6, 2023.

Helping students prepare for the oral presentation/slides

Mentors are expected to sit down with students and review their presentation slides for the final oral presentation. About halfway through the program, students should start working on their presentation slides. They will have 10 minutes total, 7 minutes to present with about 3 minutes for questions, etc. They should keep their presentations to no more than 10 slides. As a mentor, you are expected to guide them through this process, help them organize/layout the slides and interpret the data to include in their presentation. Remember, this is a teaching/learning experience! A template will be provided if they would like to use it for guidance.