PROGRAM DESCRIPTION
The I-Engage Mentoring Program provides doctoral and doctoral-bound students who have completed 30 hours of graduate study an opportunity to gain teaching and mentoring experience by serving as a research mentor to a UT Arlington undergraduate. The program is open to all junior-senior level undergraduate students but minority, underrepresented, and first generation undergraduates are particularly encouraged to participate. Graduate students will receive a $400 stipend during the term in which they participate in the project. Undergraduates will receive a scholarship for 3 semester credit hours of independent study in the term in which they participate in the project.

Undergraduates will be expected to work closely with a graduate student mentor on either the mentor’s research/creative project or on their own research/creative project. The undergraduate is expected to gain research experience, learn more about an academic discipline, network with other students and faculty and refine skills critical for academic and professional growth while the graduate student exercises and develops mentoring skills and benefits from progress made on the research/creative project. Part of the undergraduate’s experience must be “hands-on” in nature, but the mentor will be expected to help the undergraduate develop his or her academic understanding related to the selected project.

HOW TO APPLY
The graduate student mentor and undergraduate trainee pair must self-identify at the time of application to the program and submit a complete application with appropriate faculty approval to be considered.

The application for this program is a completed syllabus describing the summer research experience. Successful applications will include clearly stated learning objectives and describe in detail the activities to be completed by the undergraduate student to achieve the objectives. Applications with excellent project descriptions, student learning outcomes, and activities are most likely to be selected.

APPLICATION INSTRUCTIONS
The application for the I-Engage Mentoring Program includes a cover sheet and a syllabus for your proposed research project/course. The Cover Sheet is a fillable pdf form. Enter the required information and save. The Syllabus is a MS Word document. The form is based on the UTA-required syllabus. Follow the directions below to modify the Syllabus. Submit the completed Cover Sheet and syllabus to Brenda Davis, IM Program Director.

General Instructions
The completed syllabus serves as the application for the I-Engage Mentoring Program (IM) program and is to be completed jointly by the mentor and undergraduate student with guidance from and approval by the faculty sponsor. The syllabus should reflect a plan of study that explicitly describes the activities, expectations, anticipated outcomes and basis of evaluation for the undergraduate and graduate students participating in this project. Replace the [bracketed] instructions on the syllabus with the appropriate information.
Required Activities section
The activities under this section are mandatory and should clearly support the stated learning outcomes. The dates for the orientation and other required meetings for the upcoming summer term are listed for you. List the due date for each time sheet in the space provided. The time sheets should be collected and submitted with the undergraduate student’s final research portfolio. Activities must be listed that create the learning environment for the undergraduate student to achieve the stated outcomes. Applications must demonstrate a clear link between activities and learning outcomes.

Additional Activities section
This section is to be developed jointly by the graduate and undergraduate students participating in this project. Any activities agreed upon by participants should be described in this section. Please specify due dates where applicable. Examples of appropriate activities for this section include specific tasks related to the research project, activities such as interviews or lectures to help the undergraduate student learn more about the academic discipline, networking functions with other students and faculty, and activities that contribute to the development of skills critical for academic and professional growth. Graduate or undergraduate students may also include the no-cost workshops available through the Responsible Conduct of Research or The Office of Graduate Studies workshops/programs. Other workshops, seminars, conferences or exhibits may also be appropriate to include.

Grading Policy
The grading policy for this program will be determined by the mentor and trainee. The participants should work together to develop a policy that is fair and clearly states the method by which the final grade will be awarded. This section should be completed in consultation with the Faculty Mentor who will ultimately be responsible for awarding the grade. Courses with pass/fail grading options are strongly encouraged and preferred.

Attendance Policy
The attendance policy for this program will be determined by the mentor and trainee. It should reflect the time commitment expected of the undergraduate and graduate students on this project and should be as explicit as possible. The attendance policy may include the number of hours expected in the lab or studio each week, attendance at other events, as well the number and duration of meetings expected to occur between undergraduate trainee and graduate mentor. Dates for the hourly times sheets may be determined by the graduate and undergraduate students participating in the program. Time sheets must be submitted to the graduate student every two weeks at minimum.

Submitting the application/syllabus
Submit the completed syllabus by email to Brenda Davis, IM Program Director. Each syllabus will be reviewed by the selection committee.

Applications must be received no later than Wednesday, April 26, 2017 (midnight)

Please contact Brenda Davis, IM Program Director if you have any questions.