

## Requirements for NEMAC Student Researchers/Interns

Each NEMAC Student Researcher or Intern must have a NEMAC Staff Mentor. In addition, each student must also have either a Faculty Mentor (EFETAC and RENCI) or Community Mentor (HUB). After being hired, each student must submit the following to the NEMAC Program Manager, Susan Weatherford, ([sweather@unca.edu](mailto:sweather@unca.edu)) as a Word document:

1. Project Description Form – See attached form, to be submitted to Susan Weatherford ([sweather@unca.edu](mailto:sweather@unca.edu)) along with the second timesheet.
    - a. Completed cover page
    - b. 4-8 Sentence Statement of Work for posting to the NEMAC website
    - c. A list of Project Objectives
    - d. A proposed final deliverable
    - e. A completed Signature Form
    - f. A signed Intellectual Property Statement
    - g. Digital Photograph of student for website and bulletin board – Communications Specialist, Bridget O’Hara ([bohara@unca.edu](mailto:bohara@unca.edu)) will take photo.
  2. Monthly Report – See attached form, to be submitted to Susan Weatherford ([sweather@unca.edu](mailto:sweather@unca.edu)) along with each time sheet.
    - a. Highlights and Accomplishments
    - b. Challenges
  3. Final Report – See attached form, to be submitted, to Susan Weatherford ([sweather@unca.edu](mailto:sweather@unca.edu)) with final timesheet instead of a Monthly Report.
    - a. Project Synopsis
    - b. Highlights and Accomplishments
    - c. Challenges
    - d. What the student learned
    - e. Pertinent information for future student if work needs to be continued (if applicable)
    - f. Forwarding address, email, or other contact information
    - g. Retain copy of Mentor’s Final Report for your records
  4. Public Presentation – In addition to the previous forms and reports, each student must give one presentation on his/her research/internship for each project. This can be at Chocolate Fridays, UNCA’s Undergraduate Research Symposium, or a similar venue.
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### **NEMAC Staff Responsibilities:**

- Maintain file on each student.
- Monitor the progress of each student (with Faculty/Community and Staff Mentors).
- Market opportunities for students on NEMAC’s website and bulletin board.
- Provide visibility and recognition for students.

### **Faculty/Community and NEMAC Staff Mentor responsibilities:**

- Mentor the student in the essential details of the project.
- Review and approve through signature monthly reports, timesheets and final report.
- Provide a Final Mentor Report.
- In the event of unsatisfactory work, the mentor will meet with the student to discuss action.

### **Compensation:**

- Students are paid \$10 per hour with no benefits.
- Timesheets must be submitted by the 14<sup>th</sup> of each month to Susan Weatherford.
- In order to be paid, students must have timesheet signed by NEMAC Staff Mentor and timesheet must be accompanied by a signed monthly or final report, described above.