

UNC Asheville's National Environmental Modeling and Analysis Center (NEMAC)
Responsibilities of UNC Asheville Faculty Mentors
for NEMAC Undergraduate Research Students

Each NEMAC Undergraduate Research Student is required to have a UNC Asheville Faculty Mentor. This mentorship is for the benefit of both the faculty member and the student. The student receives valuable insight and advising from the faculty member, who, in turn, gains the opportunity to mentor an undergraduate research student and become more involved in UNC Asheville's NEMAC.

The role of the UNC Asheville Faculty Mentor includes the following responsibilities:

- Provide guidance in field of expertise, when needed.
- Mentor the student in the essential details of the project, when needed.
- Review and approve reporting forms through signature.
- Provide a Final Mentor Report, when applicable.
- In the event of unsatisfactory work, the mentor will meet with the student to discuss action.

It is the responsibility of the NEMAC Undergraduate Research Student to regularly update the UNC Asheville Faculty Mentor on their progress. This includes seeking Faculty Mentor approval through signature of a monthly report about the highlights and accomplishments, as well as the challenges they have faced with their work and research. Input and feedback should be welcomed by the NEMAC Undergraduate Research Student, as well as their NEMAC Staff Mentor. The NEMAC Staff Mentor will sign the monthly timesheets, unless the UNC Asheville Faculty Mentor is directly coordinating the work and research. Other forms that will require the **UNC Asheville Faculty Mentor** to sign are:

1. Project Description Form – The student will complete this form prior to submittal to the UNC Asheville Faculty Mentor for signature.
 - 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
2. Monthly Report –
 - a. Highlights and Accomplishments
 - b. Challenges
3. Final 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
4. Public Presentation – In addition to the previous forms and reports, each student must give one presentation on his/her research for each project. It is suggested that the UNC Asheville Faculty Mentor attend this presentation.

The NEMAC Staff Mentor is expected to provide the following for the Student Researcher or Intern:

- Mentor the student in the essential details of the project.
- Monitor the progress of each student (with Faculty Staff Mentors).
- Market opportunities for students on NEMAC's website and bulletin board.
- Provide visibility and recognition for students.

Thank you for supporting our NEMAC Student Researchers and Interns!