

=CONFIDENTIAL=
AGREEMENT TO MENTOR: Science Internship Program (SIP)
UNIVERSITY OF CALIFORNIA, SANTA CRUZ
PHYSICAL AND BIOLOGICAL SCIENCES

Below are the details of the Science Internship Program (SIP) for which you are agreeing to serve as a *mentor*. Please *sign and return* an electronic copy of this form via email to the SIP staff <ucsc-sip@ucsc.edu> or a hardcopy via campus mail to Alexandria Leckliter (mail stop: Educational Partnership Center) no later than *May 1, 2017*. Please retain a copy for your records.

Mentor Name:	Email:	Total Compensation (<i>Office Use Only</i>):
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Description of the Science Internship Program and the Mentor's Role:

The Science Internship Program (SIP) is a UC Santa Cruz summer program that was established by Professor Raja GuhaThakurta. The program matches high-achieving, science- and math-oriented Bay Area high school student interns with graduate student, postdoc, and faculty mentors. The high school interns are expected to help with their mentors' research. Past SIP projects have involved mentors in departments such as Astronomy/Astrophysics, Bioinformatics, Biomolecular Engineering, Chemistry/Biochemistry, Computer Science/Computer Engineering, Earth & Planetary Sciences, Ecology & Evolutionary Biology, Economics, Electrical Engineering, Environmental Studies, Institute of Marine Sciences, Microbiology & Environmental Toxicology, Molecular, Cell & Developmental Biology, Physics, and Psychology.

Interns work on a specific research project for 8–10 weeks during the summer under the direct supervision of the mentor. There is a Presentation Day at the end of the summer program during which interns give a 10-minute presentation on each research project. Parents and mentors are invited to attend Presentation Day. After the program is over and subject to the mentor's approval/support, many interns may submit papers based on their SIP research to the Siemens and Intel Science Talent Search competitions and/or present posters at scientific meetings.

Mentor Obligations:

- Mentors must be available for a minimum of 6 weeks during the summer, and preferably 8–10 weeks.
- Each mentor is expected to take on a minimum of two (2) high school student interns per research project. SIP staff will consider exceptions.
- The primary method of mentoring should be in-person. This can be supplemented with remote mentoring (via email, video chats, etc.) to allow for some flexibility, but SIP encourages mentors to work primarily face-to-face with interns.
- If the mentor's summer schedule is uncertain, SIP strongly recommends that the mentor engage a secondary mentor from his/her research group. Stipend sharing is an option; please contact SIP staff to arrange this.
- Mentors should be proactive in promptly working with SIP staff to resolve any issues related to scheduling or communication with interns as soon these issues arise.
- New mentors are expected to attend orientation workshops. Returning SIP mentors should be available to attend any updated training sessions.
- Mentors must identify aspects of the research project that have potential safety concerns for minor inexperienced researchers in the context of lab work, field trips, field work, etc. and should work with SIP staff to ensure that all appropriate safety measures are in place.

Schedule:

Variable hours during the period *June 11, 2017 through August 19, 2017*.

Compensation of university employees during the summer period is subject to limitations under academic personnel policy. Depending on the mentor's academic title (*please indicate which category below best describes your appointment at UCSC*), the following rules apply:

GRADUATE STUDENT

Graduate students can accept employment during the summer (*June 21, 2017 through August 19, 2017*) up to a maximum of 100% salary in all appointments combined (including the SIP mentor appointment).

POSTDOCTORAL RESEARCHER

Appointees on full-time status during *June 21, 2017 through August 19, 2017* will be required to forfeit days of paid time off (PTO) in order to accept the mentor appointment. The number of days will be identified after the appointment is accepted, and is expected to be in the range of 10–12 days. If you do not have sufficient PTO days or choose not to forfeit the required number of PTO days, contact SIP staff for other options.

In addition, postdocs must receive prior approval from their faculty mentor (please attach) in order to accept the SIP appointment.

RESEARCHER / STAFF

Appointees on full-time status during *June 21, 2017 through August 19, 2017* will be required to forfeit vacation days in order to accept the mentor appointment. The number of days will be identified after the appointment is accepted but is expected to be in the range 5–7 days.

NEW EMPLOYEE (not currently working for UCSC)

New employees must sign employment paperwork before the start date of the program in order to receive pay. For this appointment to officially begin, you must contact Andrew Melford (831-459-3565 or amelford@ucsc.edu) in the Physical and Biological Sciences Business Office.

Note: All mentors participating in the SIP program must sign the *Statement Acknowledging Requirement To Report Child Abuse*.

Pay Dates: *July 1, 2017 and August 1, 2017*; assuming timely completion and processing of all required employment forms.

Mentor Signature: _____ **Date:** _____

By entering my full name in lieu of a signature above, I agree to all of the terms and conditions stated on this form.

Divisional Academic Personnel Coordinator: _____ **Date:** _____