



## Guidelines for Unpaid Research Experience Interns

Welcome to the High School Research Experience Program at the University of New Mexico! We have developed the following guidelines to help you to get the most from your research experience this summer.

- **Be curious!**
  - Researchers are self-motivated. Your goal is to become the expert on your own project. Try to be an active participant in your group, asking questions, suggesting solutions to problems, and thinking about next steps. Try to go beyond simply obeying a supervisor's instructions.
  - Be curious about the work going on around you – you are entering an environment where world-class work is in progress. Ask about it! You'll find that everyone loves to talk about his or her project.
  - **There are NO stupid questions.** In research, questioning is fundamental to progress, and it's often been the most basic questions that have led to radical leaps in our scientific understanding.
  - You are invited to attend any research seminar given at the university.
  - Participate in all of the research activities of the group, especially group meetings. Do not feel bad if you do not understand most of what goes on in the meetings at first – by the end of the summer you will understand much more!
- **Be responsible!**
  - Check your e-mail daily. Reply to any phone messages and texts.
  - Show up on time. Ask your mentor for a schedule of when she/he expects you to be at UNM. **If you are late or can't come on a day, through illness or other circumstance, contact your mentor immediately.** Ask for your mentor's cell phone number and email address the first day, which they prefer you use to contact them.
  - Tackle problems promptly! Your mentor and your PI (Principle Investigator or professor) will help with project issues. Contact Stefi Weisburd for personal or personnel issues.
  - Please remember that UNM has a zero tolerance policy for all substance abuse.
  - If you are doing service learning or are doing an internship during the academic year, it is your responsibility to obtain the needed signatures that track your attendance.
- **Be safe!**
  - The research environment has a range of hazards (chemical, electrical, and so on). You must attend lab safety training, and depending on the research group, you may also be given additional training by your mentors on safe working procedures. You MUST obey these instructions. Note that **you may not be in a**

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**lab alone; your mentor or another experienced person must always be present.** Your lab participation will be consistent with Child Labor Laws and OSHA guidelines.

- Just as you would in any large city, use caution when traveling around campus and use care when you are being dropped off or picked up from UNM.
- **Be professional!** Being a good researcher requires good communication skills and courtesy, as well as technical ability.
  - You may be required to present a summary of your work in PowerPoint, poster, report or video format. Practice your presentation skills. Pick up tips from people you see giving good presentations. You may also be asked to answer survey questions at the end of the summer and beyond. Please respond – these surveys are important for keeping this program running.
  - In every presentation or seminar you attend, pay attention! AND...
  - ... Come up with two questions to ask the speaker. You may not have an opportunity to ask them, but when a speaker has made the effort to give a seminar, it's highly embarrassing (and rude) to have no questions afterwards. (See 'be curious and 'there are no stupid questions' above!) You should make this a habit throughout your career.
  - If required by your mentor, please maintain your lab notebook and record all observations and results. At the end of the summer, turn in your lab notebook and data files. You may keep a copy for your records.
  - Wear appropriate lab attire: **closed-toe flat shoes, long pants, no tank tops.**
  - You may be invited to participate in outreach events. Don't be shy. Please be aware of the academic level of the students you talk with. We hope you convey your enthusiasm for studying science and engineering.
  - CHTM students: If you are working at CHTM this summer, you will need to get a Visitor's Parking Pass from the front office every day. Please park on the street in CHTM spaces or in the Dikewood lot to the east of the CHTM lot.

If you do not have health insurance please email Stefi Weisburd at [weisburd@unm.edu](mailto:weisburd@unm.edu).

Student and parent understand that this research experience is educational in nature, and that student will not receive any remuneration for his/her participation. Both student and parent have carefully read the guidelines and agree that the student will abide by them and that if the student violates the guidelines, he/she can be immediately dismissed from the program. Both agree that the student may be photographed by UNM personnel who may use that photograph in promotional materials and reports to funding agencies.

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If possible, please sign, scan and email an electronic copy of this SIGNED document to [esscareers@unm.edu](mailto:esscareers@unm.edu). If you do not have a way to scan the document, please bring a hard copy to ESS, Suite 2080 Centennial Engineering Center, UNM.

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Student Signature  
Date

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Parent Signature (if student is under 18 years old)

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Date

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