

HARVARD FOREST SUMMER RESEARCH PROGRAM IN ECOLOGY

EXPECTATIONS FOR STUDENTS

The Harvard Forest summer program is an 11 week internship in which 15-25 undergraduate students conduct scientific research under the guidance of a mentor. Our goal is to provide an excellent research and educational program to students who are eager to learn and pursue science. A general overview of the program is at: <http://harvardforest.fas.harvard.edu/education/reu>. The minimum expectations we have for students in our program follows.

Students should understand this is a combined research and education program that involves commitment and effort on your part to get the full benefits. This is not “just a job”. While all researchers invest a great deal of energy in training and educating students in their research projects, it is the student’s responsibility to take advantage of the various aspects of the program including training, seminars, workshops, and meeting visiting and staff researchers. Working and learning together as a group requires every student to be considerate of their fellow students and HF staff members so that everyone can have an excellent summer research experience.

Before the summer

Upon being hired, student should:

1. Read (in its entirety) the Acceptance Letter.
2. Complete all forms for employment in a timely manner according to the *Forms Checklist*.
3. Read materials provided by mentor about research project.

During the summer:

Community, Research, and Education

NOTE: This is a basic outline of the 11 week summer program. Changes and additions to the schedule, and more detailed information will be provided during the summer.

Weekly:

- Meet with mentor(s) to discuss:
 - The overall research project.
 - Data analysis & visualization (1-2 hours a week).
 - Student progress including concerns, questions, and other research opportunities.
- Meet with collaborative group project team (i.e., other students and mentors)
- Participate in twice weekly seminars and workshops on weekday evenings

Weeks 1 - 2:

- Day 1-2: Attend a 1.5 day orientation at the beginning of the summer program.
- Day 2: Meet with mentor(s) to discuss summer plans and expectations.
- Day 3: Start working on research project with mentor.
- Student will work closely with mentor for the first two weeks of the summer program.

Weeks 3 - 4:

- Regularly meet with mentor(s), **at least once a week** to discuss research, data, and student progress.
- During Week 3-4 (due date TBD), students are required to submit a 2 page research proposal to mentors. Mentors will provide feedback and work with student(s) to define a research question.

- Optional: you and your mentor(s) may choose to continue working on the research proposal and turn it into a report about your summer research. (to be submitted at the end of the summer).

Weeks 5 - 9:

- Regularly meet with mentor(s), **at least once a week** to discuss research, data, and student progress.

Weeks 10-11:

- Prepare for end of summer symposium. Mentors will be available to help students with:
 - Abstracts (final version due at the end of week 10).
 - Presentations
- Wrap-up all project related issues by Wednesday of week 11.
- Students are required to attend the end of summer program symposium (Thursday of week 11).
- Students are required to work a complete 8 hour day on the Friday of week 11. This day is dedicated to clean-up of research and community spaces and program wrap-up.

Other important considerations

- Students will treat all members of the Harvard Forest community in a respectful manner, recognizing the impact that their attitude may have on others.
- Students are expected to promptly seek help regarding any problem s/he/they is/are experiencing to someone in a position to help (i.e., mentor, proctor, summer program coordinator or director).
- Each student agrees to follow the HF Code of Conduct. Students who violate these guidelines may result in immediate dismissal.

Room and Board

- All students will assist in the smooth running of the room and board program under the direction of the proctor.
- Students are required to attend weekly house meetings.
- All clean-up duties (houses and meals) are the collective responsibility of the students.

After the summer:

- If appropriate, students are expected to disseminate results from their summer research by giving a talk at their home institution, preparing a paper for publication, or presenting a poster at a research conference.
- Students are expected to participate in an annual Alumni survey.

Contact the Summer Program Coordinator or Director at any time to discuss questions, comments and concerns you may have about the summer program.