

University of Hawaii at Hilo
PIPES: Pacific Internship Programs for Exploring Science

MENTOR AGREEMENT FORM

By signing below, I agree to: *(check each item)*

- Assist the intern with preparing their project proposal** in regards to content, methodology, and realistic scope of work and timeline for the summer.
- Provide the interns with an orientation to the office, staff, and the project background once the internship has started, including instructing intern regarding equipment use, design of experiments, safety and workings of office.**
- Provide project support for the intern's project.** Includes providing work space, equipment, on-island travel, and supplies related to completing the internship project and duties
- Monitor and guide the intern's progress during the project, including providing positive feedback and suggestions.**
- Work with intern and PIPES staff to resolve any problems that arise.**
- Evaluate the intern's work at the middle and end of the internship period in association with the PIPES Office, including discussing progress and overall program components.**
- Not require the intern to engage in any activities that do not comply with University of Hawaii and PIPES program policies** (e.g., unauthorized scuba diving, going into the field alone, etc.).
- Discuss final outcomes and overall performance during the internship with intern at the end of the program period.** Provide constructive criticism to intern on performance, strengths and areas they may want to target for future efforts.
- Provide input and assistance regarding the preparation, review and approval of intern's Final Project Report and final oral presentation, this includes reviewing and providing commentary and suggestions for each section of the final paper prior to its due date.**
- Make all efforts to attend intern's oral presentation at the PIPES Summer Symposium during the last week of the program.**
- Work with intern to encourage and facilitate authorship (either solo or co-authorship) of an article in a scientific publication or venue (if publication is possible).**

Mentor (print name)

Mentor (signature)

Date