**Tuskegee University’s**
IBS Research Experience for Undergraduates

**IBS-REU (Tuskegee University’s Integrative Biosciences Research Undergraduate Experience)**

IBS-REU is an exciting new program in undergraduate education at Tuskegee University. IBS-REU grows naturally from the research and education missions of the Tuskegee University, which are committed to increasing student interest Science, Technology, Engineering and Mathematics (STEM) disciplines and research, including the pursuit of doctoral studies.

**Mission**

The overarching goal of IBS-REU is to provide undergraduates a 10-week, first-class research experience in the life sciences; expert mentoring from Tuskegee faculty, graduate students and postdocs; in-class instruction to enhance communication and quantitative skills; and a "survival skills" tool-kit for the successful pursuit of postbaccalaureate studies at the top institutions of higher learning in the country.

**Admissions and Enrollment**

The IBS-REU office responds to all inquiries by sending an email directing students to visit the IBS-REU website at http://gso.Tuskegee.edu. The website contains an overview of IBS-REU, eligibility criteria, a prospective mentor list, and an online application.

**Eligibility Criteria**

A prospective IBS-REU participant must be a sophomore or junior in a 4-year college. A prospective IBS-REU participant must have at least a 3.5 grade point average in coursework in the major with an overall GPA of 3.0 or higher.

**Application**

The application consists of four parts. Parts 1 and 2 request basic demographic and educational background information. Parts 3A-3B, the applicant’s statement of purpose and curriculum vitae, are required of all applicants. Parts 4A-4B are student recommendation forms. Applicants complete parts 1 and 2 online. One set of official transcripts and parts 3 and 4 must be sent directly to the IBS-REU office. When an application is received by the IBS-REU office, a member of the admissions staff enters the student information into a central database.

**Application Fee**

There is no application fee for the IBS-REU program.

**Application Deadlines**

A candidate must submit a completed application to the IBS-REU office no later than March 15.
Admissions
For each complete application received by the IBS-REU office, an action sheet is generated and forwarded to the IBS-REU selection committee. This committee has the responsibility of reviewing the applications and making recommendations for admission. Admission recommendations are then forwarded to prospective IBS-REU mentors. If there is no mentor willing to accept a prospective applicant, the applicant will be informed that there is no position available in the program. If a mentor is willing to host the student, the applicant will be immediately informed and asked to send an official letter accepting the offer as well as the invitation to work in the lab of the agreeable mentor.

IBS-REU Award Package
The cost of attending IBS-REU includes registration and activity fees, health insurance, and incidentals such as the purchase of living expenses, textbooks, and supplies. IBS-REU participants will be responsible for the payment of ALL incidentals.

IBS-REU Summer Stipend
IBS-REU fellows are considered non-degree seeking Tuskegee students. Therefore, they are subject to Tuskegee’s rules and regulation as outlined by the Office of Academic Affairs/Provost Officel. IBS-REU fellows will receive a stipend of $4500, to be given in four disbursements. The IBS-REU pay schedule is as follows: 1) First stipend disbursement will be issued the first week of the program. 2) Second and third disbursements will be issued near the end of the first month and midway through the second month, respectively. 3) Final disbursement will be given on the last day of the program upon verification that all IBS-REU requirements have been met.

Tax Liability
Participants will be given stipends that have not been subjected to federal and state income tax. Students will receive a 1099 and must report the amount of the stipend as income when filing taxes in the spring of the subsequent year.

IBS-REU Housing
The IBS-REU program fully subsidizes on-campus housing. IBS-REU participants are expected to be in residence at Tuskegee University. Participants will reside in Student housing at Tuskegee University, unless alternative arrangements are made by the IBS-REU program. IBS-REU team leaders will be available to grant you access to the residential halls. If there are any questions or concerns, please contact. Participants will be required to depart by the last day of the IBS-RE program. Extended stay are NOT allowed.

Responsibility of IBS-REU Tenants
Each IBS-REU tenant is responsible for the condition of the assigned housing and shall reimburse the University for ALL damage to the apartment, and damages to or loss of fixtures, furnishings, or properties furnished. The IBS-REU program DOES NOT and WILL NOT reimburse participants for such costs incurred.

IBS-REU MENTORS
Current Tuskegee University IBS PhD Fellow have been asked to serve as mentors for all IBS-REU participants. You will have an opportunity to meet these mentors on the first
day of the program. These individuals will be able to handle any questions or concerns that may arise throughout your stay. It is our objective to make your stay at Tuskegee as enjoyable as possible, so please avail yourself of this service.

INTERNET ACCESS.

Tuskegee University has Wi-Fi access in most buildings. Cable television is available in all housing facilities.

Nature of Student Activities

Programmatic Activities

We have designed a comprehensive program that will provide students with a sound introduction to research methodology and to your field of interest.

Table 1. Schedule of Programmatic Activity

Note: The topics and schedule are subject to change with no or limited notice, as deemed necessary by the IBS REU office.

<table>
<thead>
<tr>
<th>WEEK 1</th>
<th>Orientation</th>
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<tr>
<td></td>
<td>Week</td>
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<td>Scavenger Hunt</td>
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<td>Flight Simulation</td>
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<td>Mini Course on the Nuts and Bolts of a 3/5 Talk</td>
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<td>Safety Training</td>
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<td>Meeting with mentor</td>
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<tr>
<th>WEEKS 2, 4, 8</th>
<th>Full- time Research</th>
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<tbody>
<tr>
<td></td>
<td>SWORD seminar held every Wednesday in room 127 of Corwin Hall</td>
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<tr>
<td></td>
<td>3/5 Talk every Friday at 4PM</td>
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</tbody>
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| WEEKS 3, 5, 7, | Full-time Research |
|               | Noon seminar held every alternate Tuesday |
|               | 3/5 Talks every Friday at 4PM |

<table>
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<tr>
<th>WEEKS 9 - 10</th>
<th>Statistical Analysis</th>
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<td>Oral/Poster Presentation</td>
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<td></td>
<td>Research Symposium</td>
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Research

In general, students will be exposed to current research in their area of interest.
Specifically, by employing diverse methodologies, students will focus on cutting-edge research while immersed in a revolutionary environment.

**Required Pre-Research Training**
During week one of the program, students will attend seminars designed to help them become more familiar with research, with Tuskegee University and with Tuskegee, AL. Additionally, there will be activities and discussions on topics related to ethics and the conduct of research. Students will also receive introductory training in laboratory safety, radioisotope use and disposal as required and library use. Also, students will meet with their chosen mentor to develop a research proposal. These proposals will be the focus of discussions in our Research Design and Methodology Course—all under the umbrella of SWORD, *Survival while on the Road to the Doctorate*, and the 3/5 talks.

**Orientation Week**
The first week of the program will serve as an incubator in which program participants will become equipped with all the skill sets necessary to succeed in a high quality research endeavor. During this week students will learn the jargon of their chosen field, receive an overview of critical concepts and central dogma, participate in discussion sessions that explore the connectivity of basic research and everyday life, and engage in activities to enhance research and presentation skills. These exercises will ensure that students will be comfortable and confident when immersed in their research projects for the remainder of the summer. To this end, orientation week will comprise a mini-course on the nuts and bolts of the “3/5 Talk”, a minority education/health disparities symposium, a research design and methodology course, and a professional development course.

**SWORD (Survival While on the Road to the Doctorate)**

**Workshops and Presentations**
IBS-REU program consists of several informative Wednesday workshops at 12PM focusing on careers, ethics in research, preparation for graduate school, and essential elements for success in research. These workshops will be complemented by the Tuesday precept. The first workshop, which will focus on the purpose and fundamentals of the “3/5 Talk”, will be led by Dr. Danielle Gray. SWORD presentations will include a panel discussion of professionals addressing academic career trajectories, graduate school application and interview process, and stress management strategies. One of the most fascinating aspects of SWORD is the Lunch with an Academic. Typically, a small group of IBS-REU students and a researcher discuss their experiences and career paths during lunch. Oftentimes during these luncheons, students are made aware of new findings, the impact of private funding on research practices, and how experimental pharmaceutics get approved by the FDA and/or public policy is crafted.

The Mini Nuts & Bolts Course, which will be taught by Dr. Danielle N. Gray and the IBS-REU team leaders, will broadly cover basic concepts spanning the fundamentals of a polished presentation, effectively using technology to communicate your ideas and findings, and critically assessing the relevance of your research endeavor to current trends of your chosen field of study. The mini course will begin with a 1-hour presentation on the first day of the program and will unfold throughout the course of the summer with topics considered most germane to the research foci of all IBS-REU participants.
Table 2. Mini Course Topics
Thursday, 12pm

Presentation #1
Nuts & Bolts of a “3/5 Talk”
Example to be given – Dr. Danielle N. Gray-Singh
Graduate Students

Presentation #2
What is my project?

Presentation #3
Materials and Sources

Presentation #4
Mining Preliminary Results

Presentation #6
Presenting Research

Presentation #7
Data Analysis

Presentation #8 -9
Full Presentation -10 to 15mins
Dilemma Scenarios

Presentation #10
Personal Growth Timeline

Overview of IBS-REU Mandatory Programmatic Activities

Weekly SWORD Meetings
SWORD (Survival While on the Road to the Doctorate): IBS-REU participants are required to attend the weekly SWORD meetings held every Wednesday at 12PM. The purpose of SWORD is to provide students a forum in which to discuss research findings, current events, and career goals. Several of these meetings will take the form of “How To” sessions regarding graduate school issues (e.g. choosing the right mentor, finding the right graduate program, note taking and study skills, etc.).

Professional Development Seminar
Arguably, one of the hallmarks of a successful scientist is a well developed ability to communicate clearly and effectively with both the scientific community and the public-at-large. In order to help students develop effective communication skills for use within the
scientific community, we have developed a **Professional Development Seminar** in which students will be trained in the use of Microsoft PowerPoint to give state-of-the-art multimedia presentations, and in Persuasion, Canvas, and PowerPoint to make 35mm slides. IBS-REU participants will be required to present their research findings in two formal settings: IBS-REU Closing Banquet and the September Symposium.

**Mentoring**  
*June 8*th*  
Dr. Howard G. Adams

*June 15*th* – June 19*th*  
Safety Training  
Ethics – Dr. Connie Price  
*Wednesdays*

**Precept led by Team Leader**  
On alternate Tuesdays students will be required to participate in a journal club focusing on current findings in their field of interest. IBS-REU team leaders will guide these discussions. At the first meeting students will be given examples of presentation styles for seminar talks and will be given tips for effectively reading articles. Students will be expected to give a professional delivery and address questions about the subject matter-skills needed for success in research. Students will be required to choose their articles at least one week in advance of oral presentation and email the citation to the IBS-REU listserv. Students will be encouraged to deliver their speech to their mentor before presenting to the group. Finally, students will be required to give a three-minute overview of how their current research impacts society.

**Social Activities**  
One of the primary goals of the program is to foster a community conducive to peer and mentor mentoring among students from diverse backgrounds. The building of such a community will begin with the opening luncheon for our program. Here, students will be introduced to their mentors, marking the start of their journey into the realm of authentic research that push the frontiers of his/her respective field. The spirit of community begun at this function will be continued throughout the program via the IBS-REU social program committee, which organizes weekly activities that are suggested and agreed upon by the summer participants. Students will also housed in the same dormitory complex.

**Suite Sensations**  
*“Let the guests come so that the host and the hostesses may profit!”*  
The hallmark social event for the IBS-REU programs are lively dinner discussions that are sponsored by “suites” of the IBS-REU participants. It is the charge of the sponsoring suite to set the theme for the medley of tasty concoctions from around the world and complementary hefty “side-orders” of delectable conversations about timely issues surrounding the diversity and the state of education in the United States.

**Email Communication**
The IBS-REU program, the Registrar, the Graduate School and other Tuskegee offices disseminate information about deadlines, meeting, seminars of interest, procedures and other important topics by email. Students should check their TUSKEGEE email accounts at least once daily.

**Conditions and Eligibility for Continuous Support in the IBS-REU Program**

IBS-REU participants must engage in ALL programmatic activities and full-time research. Throughout the interns tenure in IBS-REU, they will be assessed for due progress toward the IBS-REU certificate by the IBS-REU mentors and executive team.

**Research Progress**

Mentors are strongly encouraged to fully engage IBS-REU fellows in the designing, analysis and reporting of a research project worthy in scope and depth of an honors thesis. Fellows are to follow the typical work schedule of a first-year graduate student. This work schedule should be flexible enough to allow students to pursue and excel in weekly IBS-REU curricular activities.

**Due Progress**

A student will be considered to be making due progress toward the IBS-REU certificate if she or he meets the following conditions:

- IBS-REU fellow is actively involved in the designing, analysis, and reporting of his/her research project.
- IBS-REU fellow is actively engaged in all IBS-REU activities.
- Mentor considers research efforts by student to be appropriate for obtaining authorship on an abstract and/or primary article.
- Weekly updates provided by the student are considered satisfactory by the Program Director.

**IBS-REU Certificate Requirements**

In addition to satisfying general requirements for admission to IBS-REU, the student seeking to satisfactorily complete IBS-REU must:

- Attend laboratory and/or departmental meetings and seminars as required by the IBS-REU mentor;
- Investigate an independent research problem in field of interest;
- Complete and defend a research prospectus;
- Complete and orally present research findings at the IBS-REU closing poster symposium and the Final Symposium; and
- Fully engage in all IBS-REU programmatic activities.

**Prospectus**
The prospectus is a tentative map of your expected journey to the final paper. It is an expository statement that defines your thesis topic, justifies the context of the current scholarship in the field, and surveys the lines of inquiry or argument you propose to follow. The prospectus is due at the end of the second week of the program.

**Format of IBS-REU Prospectus**

The form and content of the IBS-REU prospectus should follow (roughly) the specifications for a standard NSF/NIH grant application (i.e., an R01 award) for students in the sciences and engineering. In general, the Research Plan in such an application has four essential parts, which are intended to answer the following questions:

1. What do you intend to do?
2. Why is this work important?
3. What has already been done?
4. How are you going to do the work?

For the purpose of this summer internship, we encourage all students to include in their prospectus the following four sections:

**Specific Aims**

List the research objectives and specific goals of the thesis research project. State the hypotheses to be tested. **1 page is recommended.**

**Background and Significance**

Briefly sketch the background leading to the proposed final report, critically evaluate existing knowledge, and specifically identify the gaps that the project is intended to fill. **2-3 pages are recommended.**

**Preliminary Studies**

Describe previous studies by the student that are relevant to the proposed project. This could include a summary of a class paper, other preliminary data analyses, results of a pilot survey, etc. **Two to three pages are recommended.**

**Research Design and Methods**

Describe the research design and procedures to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed, and interpreted. Describe any new methodology and its advantage over existing methodologies. Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims. Provide also a tentative sequence or timetable for completing the research and writing the final report. **Five to eight pages are recommended.**

**References**

In theses in science disciplines the bibliography is termed List of References. Single-spacing within each reference and double spacing between references is acceptable. For each entry longer than a single line, indent second and subsequent lines the same amount as paragraphs in the text. If it is apparent that an entire entry cannot be completed on the same page, move the full entry to the next page. References should appear in alphabetical order.
Lab Notebook
All IBS-REU students will be required to keep a lab notebook. This notebook will remain the property of Tuskegee University. IBS-REU students will receive additional instructions about notebook keeping during week 1 of the IBS REU program.

Responsible Conduct of Research
All IBS-REU students are expected to conduct research in an accurate, comprehensive, and honest manner. Any evidence of lying, deception, falsifying data, fabricating data or plagiarism will result in your immediate dismissal from the IBS-REU program and prosecution to the extent allowed by law.

Final Report
As a fundamental requirement for the IBS-REU certificate, the student must demonstrate mastery of methods and tools of research, potential for productive scholarship, and promise as an authority in a special subject. This demonstration is embodied in a final report setting forth the results of the student’s original investigations. The final report must make an actual contribution to existing knowledge or be a fresh and significant critical interpretation of existing knowledge. It serves as the most important, concrete proof of the candidate’s scholarly abilities. The IBS-REU fellow must submit an acceptable final report demonstrating an ability to use the methods of advanced investigation or research. The final report must strictly adhere to all approved IBS-REU guidelines (see Guidelines for the Final Paper). The final report is submitted to the IBS-REU office after approval by the student’s faculty mentor. The IBS-REU executive committee reviews every final report. Any errors, including errors of spelling, grammar and punctuation, may result in the final report being returned for correction. The deadline for submitting the final report to the IBS-REU office will be communicated to each IBS – REU student before the conclusion of the program.

Guidelines for the Final Report
Typing
Twelve-point type (ten characters per inch) or ten-point type (twelve characters per inch) is acceptable. Ornamental typefaces, including script, should not be used. The print should be letter quality (letter-quality printer or typewriter) with dark black characters that are consistently clear and dense. Characters or symbols that might not be available in software programs (i.e., scientific or math symbols used in formulae and equations, foreign accents, etc.) can be inserted with black permanent ink. However, every effort should be made to use equipment and software that would facilitate these needs.

Margins
The left margin, the binding edge, should be one and one-half inches. All other margins (right, top, and bottom) should be one inch except that chapter titles and first pages of sections (i.e., table of contents, list of tables, end notes, bibliography, etc.) should begin two inches from the top of the page.

Indentions
Paragraph indentation should be consistent. Whether the amount is five or eight spaces or some other measure, it must always be the same. Word processing programs generally have a standard indentation key.
Spacing
A thesis is typed with double-spacing throughout except for block quotations, notes, captions, and long headings, which should be single-spaced with double-spacing between items. Verse quotations less than three lines long may appear in the text within quotation marks with the left and centered on the page without quotation marks, and separated from the text above and below by a double-space.

Endnotes
If placed at the end of the thesis or final report, the page numbers of the text to which the endnotes refer should appear at the top of each page of notes. At the beginning of each chapter’s notes, both the number and the title of the chapter should be typed. Each endnote must begin on a new line, indented the same as paragraphs in the text. All notes are single-spaced, with double spacing between them. Each endnote should end with a period. Endnotes should be alphabetized.

Pagination
Theses should be assembled in the following order. ABSTRACT, TITLE PAGE, ACKNOWLEDGEMENT (page number is ii), TABLE OF CONTENTS, LIST OF TABLES, LIST OF FIGURES, INTRODUCTION, BODY OF THESIS, ENDNOTES, REFERENCES, and BIOGRAPHY. N.B. Use the appropriate analogs (conventions) in the humanities and social sciences.

Title Page
The title page of a thesis is considered to be the first page, but it is unnumbered. Pages preceding the introduction (acknowledgement, table of contents, list of tables, etc.) are to be numbered with lower-case Roman numerals beginning with ii, iii, iv, etc., centered at the bottom of the page at least one double-space below the last line of text and one inch above the bottom of the page.

Body of Final Paper
The body of the thesis or final report, starting with the introduction and including illustrations, figures, tables, appendices, endnotes, reference, and biography, should be numbered consecutively with Arabic numbers beginning with 1. Each page should be numbered at the upper right within the right margin, approximately three-quarters of an inch from the top edge of the paper and one double-space above the first line of text. Do not use a period or dash after the page number.

Figures
The description of an illustration normally is placed on the page that carries the illustration. If the description is too long to permit this, it should be placed on the previous page. This page must also be numbered. Do not use letter suffixes on numbered pages (e.g., 15a, 15b). Do not put descriptions on pages opposite illustrations.

Abstract
The format of the title page of the abstract is the same as the title page of the final report but is entitled AN ABSTRACT rather than final report (see attached example). The abstract cannot exceed 350 words. Abstracts longer than 350 words will be edited by University Microfilms. The abstract is presented to the Graduate School with the final report and is placed before the final report title page. The abstract title page and abstract
are unnumbered.

References
In theses in science disciplines the bibliography is termed List of References. Single-spacing within each reference and double spacing between references is acceptable. For each entry longer than a single line, indent second and subsequent lines the same amount as paragraphs in the text. If it is apparent that an entire entry cannot be completed on the same page, move the full entry to the next page. References should appear in alphabetical order.

Biography
At the end of the thesis, a brief biography of the author is the last page of the document. The ordinary length is one paragraph, but should be no longer than one page. The page is numbered. The biography does not appear in the table of contents.

Sample Title Page

THE INFLUENCE OF JUSTIFICATION FOR AGGRESSION

A FINAL REPORT (or ABSTRACT)

SUBMITTED ON THE SECOND DAY OF JULY 1999
IN PARTIAL FULFILLMENT OF THE REQUIREMENTS
OF THE IBS-REU PROGRAM

BY

APPROVED BY: __________________________
(signature of IBS-REU mentor)

Please note: Two title pages are required – one for the abstract and one for the final report.

Final Oral Examination
IBS-REU requires a final oral examination or defense of the final report. The final report is due one week prior to the end of the IBS-REU program.

Lab Safety
All IBS-REU students are ultimately responsible for their own safe conduct of research. IBS office staff will discuss general lab safety principles with the IBS-REU students during week one of the program. Additional, more comprehensive safety principles should be discussed by EACH IBS Mentor in the lab environment. Tuskegee University does not have an on campus hospital, thus students are expected to practice the safe conduct of research at all times. Student Health services are provided by a Student Health Center, located in the Bioethics Center. Their number is 334-727-8641. They are open from 8:00am to 4:30 pm on a walk-in basis. Central Alabama Comprehensive Health is available in town at 334-727-6880. The nearest hospital is on Pepperrell Parkway in Auburn/Opelika, AL, East Alabama Medical Center (334-749-3411).
NOT try to access the VA Hospital. Personal Protective Equipment (PPE) should be expected of and provided by each research mentor as appropriate.

**Personal Safety**
All IBS-REU students are responsible for their own personal safety. Tuskegee University is a large land grant campus with lots of wooded areas, valleys and forest land. Do not travel alone at night or in areas where you are unfamiliar. The university offers escort services for any student who feels uncomfortable traveling on campus. Their number is 334-727-8757 or 4911 from any university phone. Security is also immediately available if an emergency is discovered. Students can also get assistance by calling 911, as appropriate. Do not accept rides from people you do not know. Alcoholic beverages are prohibited on campus and among underage students. Use good judgment and common sense as you go about your activities. You are not required to travel to or work in any condition or areas in which your safety might be compromised. Shuttle Services to off campus locations are available by calling 727-8743.

**Withdrawals**
If, in the judgment of the IBS-REU office, a student demonstrates evidence of an emotional disorder and/or has engaged in, or threatened to engage in, conduct which poses a threat to the mental, emotional or physical well-being of self or others, or to property, and/or impedes the lawful activity of others, the student may be referred to the University Student Health Service for psychiatric evaluation. Refusal to obtain a psychiatric evaluation, when properly requested to do so, or determination by the Student Health Services, shall be cause for involuntary withdrawal of the student from the university by the IBS-REU directors. Withdrawal in such cases shall normally incur no academic penalty for the term in which the student is enrolled. The IBS-REU executive committee shall inform the student in writing of the effective date of the involuntary withdrawal.

Any actions which are deemed inappropriate or unacceptable by the IB office, in the absence of accompanying medical documents will result in the immediate dismissal of IBS-REU students from the program. These activities include but are not limited to destruction or property, lying, cheating, being absent without leave, destruction of property, violence (in any shape or form), assault, insubordination, or any criminal activity. There will be no access to appeal. The decision of the IBS office will be final. Stipends not issued will be terminated and legal actions will be initiated by the university to compensate the appropriate parties for any damages.

**Time and Attendance**
IBS-REU participants are required to engage in full-time research. It is important that the IBS-REU participant is aware that the research “on-duty” clock may not abide by the customary 8-hour workday. In most instances, especially in the sciences, the work-week is well over 40 hours. IBS-REU students are expected to work whenever requested to do so by the mentors, unless the conditions are dangerous, unreasonable or violate religious practices.

**Recommendations and Best Practices**

**Recommendations for IBS-REU Mentor**
The IBS-REU mentor should identify projects that are self-contained whereby students can see the beginning and the end of the project within the IBS-REU experience and
with the potential for publication and/or presentation. When the IBS-REU mentor notes behavior or conduct that s/he deems will negatively impact student's research progress, the mentor should contact the IBS-REU office to begin disciplinary actions. The IBS-REU faculty mentor should contact us at the slightest hint of a problem.

**Best Practices for IBS-REU Mentor**

- Mentors should promote ownership of the research project by involving students in its design.
- Mentors should monitor students’ progress and give honest and constructive feedback.
- Mentors should provide opportunities for students to enhance their ability to communicate their research findings in a forum of their peers (i.e. lab meetings).
- Mentors should inform students of the written and spoken rules of the laboratory.
- Mentors should designate a senior undergraduate, graduate student, and/or postdoc to provide daily supervision of the IBS-REU fellow. However, none of these persons should be a replacement for you.
- The mentor should view the IBS-REU fellow as a young apprentice and prospective graduate school recruit. Talk frequently to the student about his/her career goals and about your institutions graduate program.
- The mentor should provide biweekly updates on the progress of the IBS-REU fellow to the IBS-REU director and/or staff.

**Recommendations for IBS-REU Fellows**

Students should view IBS-REU Directors as impartial advocates, who are willing to serve as a mediator, advisor, and confidante. Students should contact IBS-REU Directors at the “slightest hint” of a problem.

**Best Practices for IBS-REU Fellows**

- Rather than trying to find one person who can give you everything, seek out various faculty who can provide you with some of these components. It is to your benefit to have multiple mentors anyway.
- Faculty want motivated students who are eager to move onto the next level of their professional growth. State your goals as you see them right now. Ask about ways you can further explore these goals – what courses you should take and what projects you should link to.
- Show them why they should invest in you. Let them know what qualities you bring to this relationship — research or language skills, creativity, analytical techniques, computer skills, willingness to learn, enthusiasm, and commitment.
- Develop a work plan that includes both short-term and long-term goals as well as a timeframe for reaching those goals. At least once a semester, contact your mentor to discuss your progress, as well as any additional training and
experiences you need in order to achieve your goals. If modifications are necessary, inform your mentor and agree upon a new work plan.

It is your responsibility to update your mentors about your progress and your struggles. As one faculty member said, “Take charge and own your education.” Never give the impression that you are avoiding your mentors.

Read the books or articles your mentors suggest, and let them know what you thought about those suggestions. Faculty want to know that the time they spend with you goes to good use.

Learn to state your scientific opinion confidently. Always prepare at least one question to ask seminar speakers. This demonstrates your level of enthusiasm about the subject matter.

The key to succeeding and excelling in your courses is to develop productive study groups.

Avail yourself of all opportunities provided by the IBS-REU program.

Effective communication involves not only a strong comfort level with the English language but also the use of the Tuskegee Writing Center and feedback from peers.

**IBS Office Contact:**

Olga Bolden-Tiller, PhD  
334-421-1277

A. Deloris Alexander, PhD  
334-552-0690

Danielle Gray-Singh, PhD  
334-421-7358

Kellogg Conference Center  
334-727-3000

Tuskegee University Operator  
334-727-8011

Security  
Dial 4911 from any campus phone  
334-727-8757

Student Health  
334-727-8641
I have read an understood the Information contained in this booklet. I was presented with opportunities to ask questions about any items I did not understand. I understand the principles discussed in this handout and I agree to abide by them for the duration of my tenure in the IBS-REU program. I agree that if I violate any of the policies included in this manual, I WILL NOT GET PAID and I will be responsible for any DAMAGES I cause to Tuskegee University properties or any other properties I come into contact with during my participation in the IBS-REU program.

Your Name (Print):

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Date:

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Your Name (Signed):

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Witnessed by:

Witness Name (Print):

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Date:

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Witness Name (Signed):

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