

Checklist for First Meeting with New Internship Mentor

Internship dates: _____ to _____

Internship Title: _____

Points to Discuss at First Meeting

Questions Regarding Project

- Project Goals
- Timeline for achieving milestones
- Recommend additional readings
- Review skills and methods to be used including responsible conduct of research
- Project reporting goals: Potential conference presentation, paper, etc.
- Set up common working document folder

Additional resources available such as courses, workshops, etc.

Questions Regarding Processes

- Working hours & dress code
- Accessibility to project data and resources
- Institutional Review Board or other regulations and certifications
- Meetings with mentor: Regular or Ad hoc
- Departmental seminar series
- Person in charge when mentor is not available. Emergency contact

Schedule next meeting

To Do List
