

Research Mentor and Internal Advisor Job Descriptions

For students enrolling in: Guided Research & Seminar (BIOL BC3591-3592), or Senior Thesis Research (BIOL BC3593-3594).

Research mentor

Your research mentor is the Principal Investigator of the lab you work for, and may be in the Barnard Biology department or at another institution. Your research mentor will:

1. Help you to determine your research project

Your mentor may have a project already in mind when you join the lab, or may discuss several projects with you. You may begin a new project, take over a project from someone who has left, or become involved in an ongoing project involving other lab members.

2. Arrange for your training in appropriate techniques

Your mentor may provide training, or may assign you to work with another lab member such as a student, postdoc, or research technician to learn appropriate techniques.

3. Meet with you periodically to discuss the progress of your research

The frequency of these meetings will depend on your mentor, and you should discuss this with him or her when you join the lab. In addition to individual meetings, you may be asked to participate in or present your research at lab meetings.

4. Read and make comments on drafts of your research essay or senior essay

Your seminar instructor will indicate when in the writing process you should seek written feedback. However, it is **your responsibility** to arrange a schedule with your mentor. Find out how far in advance he or she will need your drafts in order to get comments back to you for relevant seminar deadlines.

Internal advisor

If your lab is outside the Barnard Biology department, you will need a faculty member within the department to serve as your internal advisor. If you are working in a Barnard Biology department lab, you do not need an internal advisor. Your internal advisor will:

1. Approve your project

You must discuss your project with an internal advisor and have them sign a Project Approval Form in order to enroll in BIOL BC 3591/3592 or BIOL BC 3593/3594.

2. Meet with you at least three times during the semester

In addition to an initial meeting for project approval, you and your internal advisor should schedule meetings near the middle and the end of each semester to discuss your research progress and goals for the rest of your time in your research lab. You should also consult your internal advisor at other times during the semester if you have questions or concerns about your research progress.

3. Serve as an additional reader for your research essay

Your internal advisor will read and may provide comments on the penultimate draft of your research essay. As with your research mentor, it is **your responsibility** to arrange deadlines with your internal advisor so that he or she can provide comments on your draft well in advance of due dates set by your seminar instructor.