Hello [Insert Name],

My name is Peter Williams, and I am a UVU student working with an interdisciplinary team of Professors at UVU: Dr. Ashworth from Biology; Dr. Hill from Psychology; Dr. Horn from Chemistry; Dr. Jorgensen from Psychology; and Dr. Zahn from Biology. We are conducting a study on undergraduate mentorship techniques for extracurricular scholarly and creative work within our university. The preponderance of the literature suggests that such activities are a high impact practice and are recognized as being valuable to UVU in the newest completion plan, *Completion by Design*, which was recently released by UVU’s President. We seek to identify the most useful practices for mentorship on scholarly and creative work for a campus of our type—an open enrollment commuter campus with a diverse student body. I am reaching out to you because you have indicated to one of the students on our research team that you work with your own students on such activities outside the classroom setting.

Participation in our study includes two survey components.

* First, we ask that you take two surveys about (1) your mentorship style and (2) the structure and organization of your student team. The time to complete **both** surveys should take approximately 30 to 45 minutes. They can be completed at separate times – at times that are most convenient to you. We do ask that you complete them, if possible, before March. If that is not possible, we can coordinate on a timeline that is possible and respects your time commitments.
* Second, we would like your student mentees to participate in four short surveys. We request that you serve as liaison to your student team and distribute the student surveys to any students that you work with regularly outside of class. We will provide you with text of the email and a link to the survey (see bottom of this email).

Once the components above are complete, we would like to come and observe you interacting with your student mentees during a mentoring session in which you mentor them on scholarly or creative work. These can be any activity outside of class in which you are currently engaged in student mentorship. If you do not meet regularly as part of your mentorship process, then the observation portion is unnecessary. Please do not schedule a meeting or activity specifically for this observation. We will reach out to you to schedule these observations after the surveys have been completed.

Thank you in advance for your willingness to participate.

Warm regards,

Peter Williams

Team Lead in the Behavioral and Cognitive Neuroscience Lab

Lead Student Researcher, Assessing the Implementation of Undergraduate Research Teams at an Open-Enrollment Institute

Materials:

Instructor Surveys Links:

[MCAT (mentor)]

[GREEN GRANT INSTRUCTOR}

Student Survey Links:

[MCAT (mentee)]

[MOTIVATIONAL AND SELF-REGULATED LEARNING COMPONENTS]

[GREEN GRANT STUDENT]

[IMPACT OF STUDENT-FACULTY RELATIONSHIP]

Text for introducing our study to your students:

Hello!

We are a team of student researchers who are studying effective mentoring on undergraduate scholarly and creative works at UVU. We want to ask you to participate in our study because you are participating in this type of work with a faculty mentor. For this study because you are participating in this type of work with a faculty mentor. For this study, we ask that you complete four short surveys regarding your scholarly or creative work with your faculty mentor that occurs outside of the classroom. All four surveys should take around 45-60 minutes to complete in total. They do not have to be completed at the same time – you can break it up during times that are most convenient to you.

If you have any question before you participate, feel free to reach out to me at [10657239@uvu.edu](mailto:10657239@uvu.edu).

Thank you in advance for your willingness to participate.

Warm regards,

Peter Williams

Team Lead in the Behavioral and Cognitive Neuroscience Lab.