

## **Guidelines for remote supervision of summer students**

In a COVID-19 environment, how can a summer student project be adapted to provide a remote learning experience that facilitates career development and meaningful engagement in research? Below are some tips to developing a work plan that allows your summer student to contribute to your research program and gain valuable experience in research skills.

### Identify projects and tasks that can be accomplished remotely:

- Conduct literature search
- Contribute to review article
- Write methodology and/or introduction section of manuscript
- Create figures, tables, charts
- Research new trends, techniques, ideas
- Design experiments
- Learn new analytical techniques, eg. statistical software, bioinformatics
- Write lab manual of standard operating procedures

### Create a written work plan

- Provide student with a plan that clearly defines tasks and goals – this is particularly critical in the absence of daily workplace interactions
- Communicate clear expectations and deadlines
- Goals and expectations should be reinforced throughout summer
- Ensure student has IT support and resources necessary to carry out tasks
- Schedule regular/daily check-ins with student via Zoom or Google Meet (see UofC guidelines)
- Provide regular feedback on assignments
- Have student keep online research journal/log to track progress

### Maintain sense of community

- Create opportunities for student to connect with other group members to maintain engagement and avoid feelings of isolation in a COVID-19 environment

- Engage other lab members in remote mentoring and ensure they are available to student
- Schedule weekly virtual journal clubs, lab meetings or progress reports
- Schedule social times, e.g., virtual coffee or lunch hours

#### Online workshops and resources available to undergraduate students

Online workshops are a great way for your student to supplement their research training and connect with other students

#### Summer student workshops:

- Refer to the Summer Student Calendar for workshops tailored specifically to summer students: [Summer Student Workshop Series 2021](#)

#### For general workshops available across campus:

- Refer to the CSM Training Programs Calendar for additional workshops: <https://cumming.ucalgary.ca/calendar/gse/trainee>
- The Health Sciences Library is offering workshops on data analysis and systemic reviews throughout the Spring/Summer: <https://workrooms.ucalgary.ca/calendar/lcr-workshops>
- Through CareerLink, UofC students can access several resources for career support: <https://careerlink.ucalgary.ca/home.htm>