



Finding and Contacting Potential Faculty Mentors for an INTERNSHIP Connecting Experience

Reflect on what you want in a faculty mentor:

What kind of expertise are you looking for? Is it expertise in the field of your internship? Expertise related to the BDP topic area? Expertise in a particular cultural context?

You may not find a faculty mentor who specializes in exactly what you want to do, so think about what kind of guidance you would like.

Search for a faculty mentor:

- Consider current and previous course instructors.
- Review BDP faculty panel lists (you can find a list of faculty panel members for your BDP on the BDP website)
- Consider relevant disciplines and then review department websites.
- Go to campus events where you can meet faculty.
- Talk to your BDP Advisor.
- Search Eureka for faculty whose interests match your own.

Faculty mentor ideas:

Email a potential faculty mentor to schedule a meeting:

- Be brief
- Use formal title: Dr. or Professor
- Use UT email address if at all possible
- Subject line should be descriptive: Inquiry on Internship with Environment Texas
- The goal with your email is to introduce yourself, share your internship plans, and make a connection.
- Do some research on the faculty mentor and let them know that why you are interested in working with them as your faculty mentor.

Sample Email:

Dear Dr. Sollee,

My name is Alexi Murdoch and I am a Psychology junior pursuing a Bridging Disciplines Certificate in Children & Society. I have secured an Internship with the Office of Family Initiatives in the Office of the Attorney General and was hoping to discuss my upcoming internship with you.

I found your name through the Office of Undergraduate Research's Eureka website and am interested in your research on Public Policy related to children and families. I would be grateful for the opportunity to discuss your academic work and the possibility of having you as a faculty mentor for my internship.

Is there a convenient time I could come to your office to meet with you?

Thank you for your time.

Alexi Murdoch

Prepare for your meeting with a potential faculty mentor:

Be prepared to discuss:

- The kind of mentorship, expertise and guidance you would like for this Connecting Experience
- Your Internship site and what types of assignments or projects you will have at the internship
- The BDP program

Know something about your potential faculty mentor- what are their academic interests?

When you establish a faculty mentor, consider discussing these items as grading requirements:

Reflection Essay- Every time you complete a BDP Connecting Experience you are required to write a 3-5 page Reflection Essay to be turned in on the last class day of the semester. Consider including the Reflection Essay as a grading requirement.

Academic Poster- Consider making a poster about your research to present at the BDP Poster Session and/or the Office of Undergraduate Research Bazaar. You can discuss the poster as a grading requirement for your Connecting Experience.