



# Your Guide to Successfully Connecting with an AIP Faculty Advisor

## Why and when do I need a faculty advisor?

- One of the most important requirements of the Academic Internship Program is the completion of a relevant research paper or project, which must be endorsed and overseen by a faculty advisor to ensure its academic substance.
- All students must find a faculty advisor as part of the application process for AIP.

## What is the role of my Faculty Advisor?

- To help you determine an appropriate topic for your research paper or project.
- To formally approve the proposed topic by completing the Learning Agreement form with you.
- To review your internship position and sign on the faculty advisor line in your Learning Agreement.
- To respond to questions and recommend appropriate academic reference materials.
- To provide feedback on your research/writing process, including how to effectively analyze the topic and develop your paper or project.
- To evaluate and approve any topic changes.
- To assess the quality of your final research paper or project and assign it a grade of Pass or No Pass. (AIP will e-mail the associated grade report form to all AIP faculty advisors with instructions for completion and submission.)

## How do I identify potential faculty advisors?

- Ideally, ask faculty from whom you have taken one or more courses or from whom you are currently taking a class.
- Identify faculty whose interests, backgrounds and expertise are relevant to some aspect of your internship and/or the paper topic you hope to explore. Read about the research specializations of faculty on your major/minor department website.
- Your faculty advisor should be accessible to you during the whole quarter you will be interning, whether in person or by phone/e-mail. Faculty who will be away from the campus for an extended period of time may not be suitable for this role.
- Potential faculty advisors must hold current UC San Diego teaching appointments. TA's and staff may not serve as faculty advisors.
- If you experience difficulties finding appropriate faculty from your own department, you can also explore related departments.

### **How can I prepare myself before approaching a prospective faculty advisor?**

- Read about a potential faculty advisor on his/her department's website prior to making a request.
- Approach the interaction respectfully and courteously, whether in person or via e-mail.
- Be able to articulate a connection between the focus of the faculty member's work/ expertise and the focus of your internship.
- Prepare to describe the nature of the setting in which you hope to intern and give examples of the kinds of internships you plan to pursue. If you have already secured an opportunity, be ready to discuss what you will do and learn at the internship.
- Plan to discuss your own ideas for potential topics of your paper or project. Conduct a brief search of literature in the field to generate ideas.

### **What are my responsibilities once I have a faculty advisor?**

- Complete the Learning Agreement stating the paper or project topic on which you and your faculty advisor agreed.
- Ask your faculty advisor to sign the Learning Agreement. Submit the form to the AIP office by the deadline.
- Maintain communication with your faculty advisor throughout the internship quarter. Identify the preferred method of communication. During the quarter you are interning, you must check in with your faculty advisor a minimum of three times, or more as required by your faculty advisor.
- You are responsible for inquiring about and knowing your faculty advisor's standards and expectations for your research paper or research project.
- Submit one copy of your completed research paper or project with written analysis to your faculty advisor and another copy to AIP by the research paper deadline.