



Your Guide to Successfully Connecting with an AIP Faculty Advisor

Why do I need a faculty advisor?

As part of their AIP participation, students must submit a relevant research paper or project, which must be endorsed and overseen by a faculty advisor to ensure its academic substance.

What is the role of my Faculty Advisor?

- To help you determine an appropriate topic for your research paper or project.
- 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 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.
- **Identifying Eligible Faculty**
 - Potential faculty advisors must hold current UC San Diego teaching appointments. TA's and staff may not serve as faculty advisors.
 - Students are recommended to seek out faculty with "professor" in their title.
- 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.
- 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.

Email Outreach

- ✓ Introduce Yourself
- ✓ Describe your internship position and site
- ✓ Explain why you want to work with them
- ✓ Ask to connect

Example

Dear Professor [Insert Professor Last Name],

My name is X, and I am majoring in Y. I have secured an internship at *[Organization Name]* and plan to enroll in the Academic Internship Program next quarter to earn credit for my internship. *[Briefly describe the organization and/or your planned role as an intern]* I am reaching out to ask if you would consider serving as my AIP faculty advisor, and work with me to develop a final paper or project based on the internship.

I would like to work with you because...*[Explain why you want to work with this particular professor here in two to three sentences. Did you enjoy a class you took with them and see a connection to the internship? Is their research or expertise related to the field of your internship and/or the paper topic/project you want to explore? Relate your goals with theirs/ accomplishments]*

Could we discuss this further over Zoom or in-person sometime this week?

Thank you for your time,

Name

- Allow up to 5 business days for a faculty to respond, after a week send a follow up email
- Don't spam and send multiple emails within a short period of time. Daily follow up emails are unnecessary
- Do send an email to multiple people
- Don't send one mass email and avoid BCC/CC email
- Send individual personalized emails to multiple faculty
- Be polite and professional
- If you secure an advisor, and receive an email from another faculty member after the confirmation email, let them know that you have already found an advisor but that you appreciate their time

What are my responsibilities once I have a faculty advisor?

- Complete the Learning Agreement. Ideally, you will state the paper or project topic on which you and your faculty advisor agreed on the agreement.
- 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 understanding 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.