

Mentored Research Experience for Oklahoma School of Science and Math Students

Policy

OUHSC faculty members wishing to host a student from the Oklahoma School of Science and Math (OSSM) for a research experience must apply for OSSM mentor status through the Graduate College. Once the application form is received, the Graduate College will provide the OSSM Mentorship Director (the "Director") with the name of the faculty members and their research focus. The Director will contact the OUHSC faculty member with the name of an OSSM student interested in a research experience with that faculty member. If the faculty member agrees to mentor the student, the Director will notify the Graduate College. The Graduate College will work with the OUHSC faculty member to fill out the appropriate Volunteer Forms that must be submitted to the Graduate College for approval prior to the start of the research experience.

If the OSSM student is a minor, the OUHSC *Minors on Campus Guidelines* will be followed. Those guidelines include successful completion of a criminal and sex offender background check within the preceding year of the volunteer experience. OUHSC students who mentor a minor must also have successfully completed a check through the University's' Student Conduct office within the past six months. The Graduate College will work with the OUHSC faculty member on obtaining the appropriate background checks.

Costs of the background checks for faculty, students and/or primary oversight staff will be assumed by the mentor or the mentor's department. Upon successful completion of the required checks, the Graduate College will approve the start of the research experience.

Procedure

1. OUHSC faculty member submits the mentor application form to the Graduate College; these will be forwarded to OSSM.
2. Once an OUHSC faculty member agrees to serve as a mentor for an OSSM student the Graduate College will provide the OUHSC mentor the OSSM Volunteer and Confidentiality Release Form and the OSSM Volunteer-Mentor Research Experience Form to complete and submit to the Graduate College.
3. If the OSSM student is a minor, the mentor and primary staff and/or OUHSC student who will be supervising the minor must undergo a background check, and, if an OUHSC student a Student Conduct check (<http://studentconduct.ou.edu/>).
 - a. The OUHSC faculty mentor will submit names of supervising staff and/or OUHSC students to the Graduate College.
 - b. Instructions will be provided on the procedure to secure background checks/student conduct checks.
 - c. The Graduate College will notify the faculty member of approval of background/student conduct check clearances. Allow one week to receive results.
 - d. OSSM student may begin work in the laboratory after notification of background check clearances.