

Faculty Handout

Thank you for mentoring a BDP student! Our undergraduate students gain an invaluable introduction to the work of their chosen field through internships. We appreciate the work you do with these students, who may be experiencing the responsibilities of a professional position for the first time. Our office is available to address any questions or concerns you may have throughout the semester. Please do not hesitate to contact us.

BDP Main Line: (512) 232-7564

Larissa Noake, Director: larissa.noake@austin.utexas.edu

For additional information and resources, please visit our Faculty Mentor Handbook on the [BDP website](#).

FACULTY MENTOR GUIDELINES

- Meet with student periodically throughout the semester or arrange regular email contact.
- Encourage student to make connections among the internship experience, the student's BDP topic, and methodologies, controversies, and trends in the student's discipline.
- Help student consider new directions and possible career paths.
- Assign final grade or credit. This responsibility may vary depending on the course number and departmental requirements.

SUGGESTED ASSIGNMENT EXPLANATIONS

IMPORTANT: Academic requirements are generally at the discretion of the faculty mentor, though the BDP office may suggest or request changes if adjustments are needed for us to be able to approve the student's Connecting Experience. The most common reasons we ask for changes to the academic requirements are that the amount of work required of the student does not appear to be sufficient for three hours of credit, or that the link between the work the student is doing and the student's specific BDP topic needs to be stronger. The following assignments are suggestions only.

- **Journals/Blog Entries.** You might ask the student to set up a blog or provide regular email updates to you, reflecting on meaningful connections between internship assignments and the student's BDP work, revelations, and overall learning during the internship.
- **Reflection Essay.** The BDP office requires every student to write a 3-5 pg. Reflection Essay at the conclusion of the Connecting Experience. The Reflection Essay is due on the last class day of the semester. The student will be responsible for submitting a copy to the BDP office and the Faculty Mentor. The Reflection Essay prompt can be found on our website under "Quick Links and Forms."
- **Poster.** You might ask the student to design a poster about his or her internship experience, which may be presented at the annual BDP Poster Session in April. The Office of Undergraduate Research offers workshops on designing posters, and you could suggest that your

student attend a workshop. For more information, please contact Larissa Noake at larissa.noake@austin.utexas.edu or (512) 232-7586.

- **Critical Analysis Paper (Environment & Sustainability BDP Students).** Students in the Environment & Sustainability BDP who are participating in an internship have the option of writing a critical analysis essay to be submitted to the faculty mentor and used as part of the grading requirements. In this essay, students should provide an analysis of the environmental topics and concerns relevant to the internship. Research citations may be included.
- **Ethics Interview & Case Analysis (Ethics & Leadership BDP students ONLY).** In order to establish a strong connection with ethics and an understanding of ethical dilemmas, some Ethics & Leadership students will be asked to submit an Ethics Interview & Case Analysis to the BDP office in addition to their Reflection Essay. The assignment requires students to interview a professional staff member at the internship site and inquire about an ethical dilemma they have faced, or one that is common in their work. The student will write a paragraph summarizing the dilemma, and answer a series of questions analyzing the case based on two articles written by Robert Prentice and Dr. Minette Drumwright. The BDP advisor will contact students individually about the Ethics Interview & Case Analysis.