



This template should be used to prepare your syllabus/application prior to submission. When complete, please attach it to your [Online I-Engage Application](#).

Summer 2025

Participant Information

Graduate Mentor

Name:

Undergraduate Mentee

Name:

Faculty Sponsor

Name:

Project Details

Description of research project: [Insert brief description of research or creative project]

Student Learning Outcomes: [Insert measurable student learning outcomes] [For assistance on how to write useful learning outcomes, visit <https://www.uta.edu/administration/crtle/teaching/course-planning-and-design>.] Successful applications will display thoughtful student learning outcomes with specific activities designed to meet the learning outcomes.

Required Activities [The activities under this section are mandatory and should clearly support the stated learning outcomes. Activities must be listed that create the learning environment for the undergraduate student to achieve the stated outcomes. Applications must demonstrate a clear link between activities and learning outcomes.]

All required I-Engage program events are listed for you below. Attendance at all meetings is a requirement for program acceptance.]

Required Undergraduate Trainee Activities:

[Insert Dates]

Insert as many dates and activities as needed for your project. Successful applications will include clearly stated learning objectives and describe in detail the activities to be completed by the undergraduate student to achieve the objectives. The official I-



Engage meetings and due dates already referenced in this application must be included on your syllabus.

- 6/3/2025 I-Engage Mentoring Program Orientation (Required)
- 7/9/2025 I-Engage Mentoring Program Mid-Semester Progress Report Due (Required)
- 8/8/2025 Submit your research portfolio to graduate.studies@uta.edu (Required)
- 8/8/2025 Complete the online evaluation of the I-Engage program. This is an online survey that will be emailed to you the week of 8/4/2025 (Required)
- 8/12/2025 I-Engage End of Semester Celebration Lunch

Required Graduate Mentor Activities:

[Insert Dates] Insert as many dates and activities as needed for your project. Successful applications will include clearly stated learning objectives and describe in detail the activities to be completed by the undergraduate student to achieve the objectives. The official I Engage meetings and due dates already referenced in this application must be included on your syllabus.

- 6/3/2025 I-Engage Mentoring Program Orientation (Required)
- 7/9/2025 I-Engage Mentoring Program Mid-Semester Progress Report Due (Required)
- 8/4/2025 Submit your Power Point slides for the End of Semester Celebration slide show (Required)
- 8/8/2025 Submit your I-Engage Program Assessment to graduate.studies@uta.edu (Required)
- 8/8/2025 Complete the online evaluation of the I-Engage program. This is an online survey that will be emailed to you the week of 8/4/2025 (Required)
- 8/12/2025 I-Engage Mentoring Program End of Semester Celebration Lunch

Additional Required Activities

- Undergraduate Student: In addition to the activities listed in the syllabus application, each undergraduate participant is required to complete weekly time sheets and assemble a research portfolio. The mentee and mentor will also be jointly responsible for creating two Power Point slides featuring their research for the End of Semester Celebration slide show,



which the mentor will submit no later than 8/4/2025. (More details will be provided if application is accepted to the program.)

- **Graduate Student:** In addition to the activities listed in the syllabus application, the graduate student mentor must complete a program assessment that includes a description of their personal mentoring experience and evaluation of the undergraduate participant. The mentee and mentor will also be jointly responsible for creating two Power Point slides featuring their research for the End of Semester Celebration slide show, which the mentor will submit no later than 8/4/2025. (More details will be provided if application is accepted to the program.)

Additional activities for this project: Describe the activities the mentor and trainee will participate in as part of this project and how these activities are tied to stated learning outcomes. Some examples may include participation in Responsible Conduct of Research or Office of Graduate Studies Workshops, attending or participating in professional conferences, attending professional meetings, interviewing experts in the discipline, or any other activities that may be valuable for either mentor or trainee in the context of this project. Be specific and list dates/locations when possible.

Attendance Policy: Insert Attendance Policy including policy on submitting timesheets.

Institution Information

UTA students are encouraged to review the below institutional policies and informational sections and reach out to the specific office with any questions. To view this institutional information, please visit the [Institutional Information](https://resources.uta.edu/provost/course-related-info/institutional-policies.php) page (<https://resources.uta.edu/provost/course-related-info/institutional-policies.php>) which includes the following policies among others:

- Drop Policy
- Disability Accommodations
- Title IX Policy
- Academic Integrity
- Student Feedback Survey
- Final Exam Schedule

Additional Information

Lab Safety Training

[Required for laboratory courses in the Colleges of Engineering and Science where students may be working with chemicals, biological material, radiological material or lasers] **Students registered for this course must complete all required lab safety training prior to entering the lab and undertaking any activities.** Once completed, Lab Safety Training is valid for the remainder of the same academic year (i.e., Fall through Summer II) and must be completed anew in subsequent years. There are no exceptions to this University policy. Failure to complete the required training will preclude participation in any lab activities, including those for which a grade is assigned.

Emergency Exit Procedures



[Required for face-to-face research experiences] Should we experience an emergency event that requires evacuation of the building, students should exit the room and move toward the nearest exit, which is located [insert a description of the nearest exit/emergency exit]. When exiting the building during an emergency, do not take an elevator but use the stairwells instead. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

Student Success Programs

[Required] UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include [tutoring by appointment](#), [drop-in tutoring](#), [etutoring](#), [supplemental instruction](#), [mentoring](#) (time management, study skills, etc.), [success coaching](#), [TRIO Student Support Services](#), and [student success workshops](#). For additional information, please email resources@uta.edu, or view the [Maverick Resources](#) website.

The [IDEAS Center](https://www.uta.edu/ideas/) (<https://www.uta.edu/ideas/>) (2nd Floor of Central Library) offers **FREE** [tutoring](#) and [mentoring](#) to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. Students can drop in or check the schedule of available peer tutors at www.uta.edu/IDEAS, or call (817) 272-6593.

The English Writing Center (411LIBR)

[Optional.] The Writing Center offers **FREE** tutoring in 15-, 30-, 45-, and 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Register and make appointments online at the [Writing Center](https://uta.mywconline.com) (<https://uta.mywconline.com>). Classroom visits, workshops, and specialized services for graduate students and faculty are also available. Please see [Writing Center: OWL](#) for detailed information on all our programs and services.

The Library's 2nd floor [Academic Plaza](http://library.uta.edu/academic-plaza) (<http://library.uta.edu/academic-plaza>) offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the [library's hours](#) of operation.

Librarian to Contact

[Optional.] Each academic unit has access to [Librarians by Academic Subject](#) that can assist students with research projects, tutorials on plagiarism and citation references as well as support with databases and course reserves.

Emergency Phone Numbers

[Optional but strongly recommended] Enter the UTA Police Department's emergency phone number into your own mobile phone.] In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911. Non-emergency number 817-272-3381

Library Information



[Optional.]

Research or General Library Help

Ask for Help

- [Academic Plaza Consultation Services](http://library.uta.edu/academic-plaza) (library.uta.edu/academic-plaza)
- [Ask Us](http://ask.uta.edu/) (ask.uta.edu/)
- [Research Coaches](http://libguides.uta.edu/researchcoach) (http://libguides.uta.edu/researchcoach)

Resources

- [Library Tutorials](http://library.uta.edu/how-to) (library.uta.edu/how-to)
- [Subject and Course Research Guides](http://libguides.uta.edu) (libguides.uta.edu)
- [Librarians by Subject](http://library.uta.edu/subject-librarians) (library.uta.edu/subject-librarians)
- [A to Z List of Library Databases](http://libguides.uta.edu/az.php) (libguides.uta.edu/az.php)
- [Course Reserves](https://uta.summon.serialssolutions.com/#!/course_reserves) (https://uta.summon.serialssolutions.com/#!/course_reserves)
- [Study Room Reservations](http://openroom.uta.edu/) (openroom.uta.edu/)