



SHINE MENTOR RESPONSIBILITIES

<https://viterbi12.usc.edu/shine/mentors>

Important Program Dates

SHINE Mentors Employment Period: June 8 - August 3, 2023

SHINE Session Runs on Campus: June 12 – July 28, 2023

The recommended On-Campus Schedule for Engaging With Your SHINE Students:

Mondays and Wednesdays, 9 AM - 4 PM (lunch: noon - 1 PM) and Fridays, 1 - 4 PM

The culminating event, the SHINE Poster Session, will be held on Jul 28, 2023 .

Mandatory SHINE Mentor Meetings (hybrid):

Date	Time	Location
Tues., May 23, 2023 *	11 AM - 12:30 PM	RTH 526 or https://usc.zoom.us/j/97571338445
Tues., Jun 6, 2023	2 - 3 PM	RTH 115 or https://usc.zoom.us/j/97571338445
Tues., Jun 20, 2023	2 - 3 PM	RTH 115 or https://usc.zoom.us/j/97571338445
Thurs., Jul 6, 2023 **		
Tues., Jul 18, 2023	2 - 3 PM	RTH 115 or https://usc.zoom.us/j/97571338445

* RSVP is required for the first meeting.

** There will be an optional Mentor Happy Hour that is tentatively scheduled for July 6th after the mentor meeting. More details will be shared when we get closer to the event date.

Monica Lopez will host office hours:

- Every Thursday from 1-3pm, starting 5/11 at <https://usc.zoom.us/j/96505059734> or email me at monicail@usc.edu and k12stem1@usc.edu for an appointment.

Monica's Contact Information:

- Email: monicail@usc.edu or k12stem1@usc.edu
- Work phone: (213) 764-4614
- Personal phone (emergencies only): (323) 921-2973

Darin's Contact Information:

- Email: daring@usc.edu
- Work phone: (213) 740-1955
- Personal phone (emergencies only): (310) 210-6573

SHINE Overview

The [Summer High School Intensive in Next-Generation Engineering \(SHINE\)](#) program welcomes you as a SHINE Mentor this summer. SHINE will be on campus for all seven weeks, following all USC and Los Angeles County guidelines for [COVID protection](#). SHINE 2023 will be our largest cohort ever, with over 66 students coming from throughout the Greater Los Angeles Region. We will provide you with additional information about your SHINE student(s) and the entire cohort. We will be using [Minga](#) for all student communications during the program. We will add you to Minga so you can easily communicate with your SHINE student (please note: all communications on Minga are reviewed by SHINE Staff).

SHINE's great success comes primarily from the amazing mentorship provided by the Ph.D. students and postdocs. As SHINE Mentors, you will work with the SHINE student(s) assigned to you, and in fact, you are responsible for them in many ways laid out here in this agreement and the required forms. The goal of the SHINE Team is to make SHINE a productive and enjoyable experience **for you** as you gain teaching and pedagogical skills, build a broader impacts track record, benefit from the help these talented high school students might bring to you, and earn a stipend of \$2,200 per SHINE student.

SHINE Research Group Schedule

We advise you to focus on working on campus with your SHINE students on:

Mondays and Wednesdays from 9 AM - 4 PM, giving students an hour for lunch between 12 noon - 1 pm, plus

Friday afternoons between 1 - 4 PM (the entire SHINE cohort spends Friday mornings and lunch with the SHINE Team).

This allows the entire SHINE cohort of students to have similar schedules, which enables them to eat lunch and/or commute together to USC and also makes it easier for them to bond as a cohort.

The SHINE Team works with the cohort on Friday mornings from 9 AM to 12 PM to teach various skills, from how to read and search peer-reviewed literature, the importance of diversity and social justice in research, how to excel at applying for college, science communication, etc. The cohort has a group lunch on Fridays from approximately 12–1 PM. You should expect your SHINE mentees to arrive at your location by 1 PM to begin their Friday 1–4 PM work schedule.

You do not need to engage with SHINE Students on the days they are not on campus; please focus on your research on those days. This schedule is a recommendation, but of course, you and your Principal Investigator (PI) can set the SHINE schedule as long as you plan to engage the SHINE Student consistently to enable their ability to learn about the research conducted by you and/or your PI.

We will introduce you to your SHINE student(s) and guardians on **May 31st** via email. On this email thread, please communicate in writing with your SHINE student(s), their families, and the SHINE Team about the agreed upon schedule by Friday, Jun 7, 2023. This will help us keep track of any temporary discrepancies (school commitments, conferences, etc.) and find solutions.

According to the USC Minors Protection office, each time you email students, you must CC parents and SHINE Staff.

SHINE Mentor Schedule

SHINE Mentors Employment Period: June 8 - August 3, 2023

Mentor Payment Schedule: https://drive.google.com/file/d/1GC-L5hbVpNUfO_Hi-blkKJ611zl3gQB2/view?usp=sharing

Observed Holidays During the SHINE Program:

Holidays	2023
Memorial Day	Mon 5/29
Juneteenth	Mon 5/19
Independence Day	Mon 7/3 – Tue 7/4

We predict that being a SHINE Mentor requires approximately 110 hours over the roughly eight weeks of employment. Mentors are required to do some training and advanced prep work for your SHINE student prior to their start on June 12. You are paid a set stipend. You are expected to spend time synchronously with your SHINE student(s) and spend time on your own SHINE planning projects or reviewing the students' work, attending mandatory SHINE Mentor meetings.

SHINE Mentor Meetings: 5/23, 6/6, 6/20, 7/11, and 7/18.

If any meetings are canceled/rescheduled, you will be given advance notice. During our first meeting on May 23rd we will carefully review the SHINE timeline, expectations, and onboarding documents. You can view the [SHINE Mentor Calendar](#) for more information on mentor time and location.

In case of Mentor Absence (time off/sick leave)

- If you need to take off any days you are scheduled to meet with your SHINE student, it is absolutely imperative that you arrange an alternative in advance:
 - If you have a last-minute illness or emergency, you must **immediately contact your SHINE student and their guardian(s) along with Monica Lopez (monicaill@usc.edu; cell 323 921-2973), and the SHINE Team (K12STEM1@usc.edu), your Principal Investigator/Director and any other SHINE Mentors in your group so that the minor is not working alone on campus.** The best practice is to tell the student not to come in that day or to go home. Please make sure to CC guardians and the SHINE team. If there is no one listed under the SHINE Covered Activity is available to be responsible for the SHINE Student that day. The SHINE Team may be able to help, so contact us as soon as possible. We will send the PI and all SHINE Mandated Reporters in the PI's team a secure link to the appropriate student/family emergency contact information.
 - In case you come down with COVID or any long illness during SHINE, we recommend that you keep all your plans for each week of SHINE plus correspondence with your SHINE Student filed in a document that your colleagues could access in case they need to fill in for you. If you do become infected with COVID, please be sure to inform your PI, Monica, and the USC COVID hotline immediately. If you feel able to carry on with your student remotely, that might be the best alternative option.
 - If you plan on taking any days off, even just one day when you would normally meet with your student, it is imperative that **you arrange an alternative in advance with your Principal Investigator/Director as well as anyone else in the PI's research group who can be responsible and compensated for the days you will be missing. These alternative plans must be approved at least three days in advance by your PI, the SHINE Team at K12STEM1@usc.edu, and the Office of Youth Protection and Planning;** all persons substituting for your SHINE responsibilities will be compensated and will need to comply with all requirements of the OYPP, USC policies as well as SHINE requirements.

USC OYPP

You do not need to engage with your SHINE student(s) at every moment, but you do need to realize that working with minors (students under 18 years of age) is very different from what you may be accustomed to by working with USC students. Your level of legal responsibility is quite high. The [USC Office of Youth Protection and Planning](#) (OYPP) has very clear and specific requirements you must agree to in order to be a SHINE Mentor. In particular, you will need to comply fully with OYPP policies for [protecting minors](#) and [serving as a Mandated Reporter](#) (including submitting your certificate for completing the required Mandated Reporter Training and signed [Guidelines for Interacting with Minors](#)), preferably by May 24 but no later than May 31, 2023. Please be sure to read and understand the linked policies as well as each of the following forms before you sign them, along this work agreement. We will review these policies as a group at our mandatory meeting on May 23rd; additionally, feel free at any time to reach out to me or OYPP.

SHINE Mentors must comply with all OYPP requirements, including not leaving your SHINE Mentor alone in a work station, lab, or campus for more than the time to take a bathroom break. SHINE Students may not leave campus during the designated SHINE times (this includes the agreed upon SHINE schedule you submit) without the explicit advance written permission of their legal guardian(s) - the SHINE team will work with families to clarify the legal responsibilities for drop off and pick up of students, and we will inform you of the guardian's directives. All interactions with SHINE students must be in a public space (research labs/spaces are covered), do not solely correspond with students please make sure to add SHINE Staff and their guardians. Do not text students, you can message them on Minga, an approved platform.

USC OYPP and Background Checks

OYPP will initiate this month a [background check](#) of each SHINE Mentor and Professor, so you will see an email soon from HireRight - please comply with all instructions. At some point, OYPP will also require you and any Mandated Reporters (i.e., your Principal Investigator, research peers who may need to step in if you are absent for any reason) to submit fingerprints. We will keep you informed.

2023:

<https://protectingminors.usc.edu/wp-content/uploads/sites/5/2022/10/USC-Live-Scan-Process-Quick-Reference.pdf>

<https://protectingminors.usc.edu/background-screening/>

SHINE SIGNED DOCS QUALTRICS LINK and DEADLINE

In addition, please read and sign each of the following form ASAP but by May 24th, which you can upload here:

https://usc.qualtrics.com/jfe/form/SV_6YABHUEN3noz10G

OYPP forms can also be found here: <https://protectingminors.usc.edu/resource-library/resources-for-covered-programs/>

1. [USC Guidelines for Interacting with Minors](#)
2. [SHINE 2023 Mentor Responsibilities](#) (this document)
3. Complete Minor's Training online through [Praesidium Academy](#). You must complete the "Duty to Report: Mandated Reporter" module. After you complete the module, upload your Certificate of Completion Award.

New mentors:

- Register for training [here](#)
 - use either of the two top pass codes: reg-usc-146-youthprograms or reg-usc-274-youthprogramsusc

If you are a returning mentor:

- We ask all mentors to update their training on an annual basis. Please kindly renew your minor training certificate through Praesidium. You will only need to complete the "Duty to Report: Mandated Reporter" module. If you are having trouble logging into your account, please contact their customer service team for further assistance (Praesidium Support Team at support@praesidiuminc.com or 817-801-7773.).

4. [USC Image Release Form](#)
5. SHINE 2023 Final Student Schedule for Families, SHINE Team, and PI (due by June 7)

Additionally, we stand behind **OYPP's** best practices:

1. Please be fluent in guidelines and best practices for communicating with minors and their families and protecting their privacy - The “Guidelines for Interacting with Minors” form that you will need to sign suggests the “rule of three,” that all communications with minors include a third party (feel free to use K12STEM1@usc.edu). Do not use personal phones, emails, or social media accounts (our SHINE LinkedIn is <https://www.linkedin.com/groups/9067983/>). No SHINE students in 2023 are 13 years of age or younger, so the [FTC's Children's Online Privacy Protection Rule](#) does not apply.
2. Always respect diversity and equity: Valuing differences, embracing a variety of perspectives, and ensuring equitable opportunities for all minors at USC not only creates environments where students and their families feel welcome, but it also provides young people and adults incredible opportunities for learning and growth. Below are some helpful resources for educators and program administrators.
 - a. [American Camp Association](#) – A collection of resources on cultural diversity to help create more equitable and inclusive environments for campers and staff
 - b. [Kids Included Together](#) – Inclusion resources to help ensure children are included in programming, regardless of ability
 - c. [National Inclusion Project](#) – Provides a library of resources related to inclusion, disability, and special needs
3. Stay in touch with USC COVID Guidelines on a daily basis: <https://protectingminors.usc.edu/news-and-announcements/>

SHINE Mentor Duties/Timeline

Planning ahead to define your learning goals and pacing them throughout the seven weeks of SHINE will save you lots of time and stress – below is a schematic to help you know the key goals and pacing that make SHINE a success and help you stay focused on your own research.

May	June 1 – 9	June 12 – 23 SHINE starts 6/12 (7/19 holiday)	June 26 – July 7 (7/3 and 7/4 holiday)	July 10 – 14 Poster Due 7/21 Poster Session 7/28	By 8/4
Finish Minor Protection training; return this doc & forms signed; comply with HireRight background check; request M&S if necessary – all by May 24. Start planning your project, weekly skill training & flexible learning goals; plan assessments & weekly skill milestones; select peer-review readings, identify & schedule trainings (e.g., specific software, your own demos, etc.) - the SHINE team will offer introductory, optional MATLAB and Python trainings & can help w/	Solidify weekly learning goals; tasks & assessments for each week to provide to your SHINE mentee on week of 6/12. Please submit your peer-review article(s) by June 7. Feel Free to add a folder if your PI's folder is missing.	June 12 at (time TBA some time between 9AM - 12PM): meet your SHINE student(s) & perhaps their family for the 1 st time, plan safe tour of work space w/ guests. Students start in your workspace 6/14; discuss then the overall but flexible learning goals (weekly & overall) & how you will both know the student is on track. Assess/build basic skills of your student(s) to identify where to focus in 1 st 2 weeks. Use these weeks to ensure student understands the social benefits of your group's research; also help	SHINE student should be acquiring skills specific to the team's research by now, moving toward mastery of key basic skills you identified back in the doc provided to SHINE student in week 1; adjust your plans now if needed; by 7/6, provide student mid-program assessment on skills acquired to date & where they need to focus to build autonomy &	SHINE student should be mastering basic skills & gaining competence at more advanced skills; the final two weeks focus on preparing the poster by 7/21 (SHINE Team will help, but Mentors work on this w/ their mentees) & honing skills to discuss their research with peers, Mentors, professors, and	Final letter of student accomplishments approved by your PI due by 8/4.

<p>other needs.. We will provide a way for you to reach out to your SHINE student before June 12 to discuss schedules, communication preferences - please wait for this.</p> <p>Please sign and turn in: THIS DOC, CODE OF CONDUCT, IMAGE RELEASE, AND MINORS TRAINING CERTIFICATE BY 5/24 https://usc.qualtrics.com/jfe/form/SV_6YABHUEN3noz10G</p> <p>REQUEST M&S TO SEND BY 5/24 https://usc.qualtrics.com/jfe/form/SV_0JuD1HCDZ1GM4D4</p>		<p>student understand peer-reviewed readings you assign, research goals & culture of your team. Provide written doc of schedule/terms by June 7th.</p> <p>By the end of June, the student should easily be able to explain those general research goals & their benefits to society w/o notes -- please be sure to ask them to do so so to help them build this skill. By 6/23, check in with student on the learning goals and assessments you provided in Week 1.</p> <p>Students will read peer-reviewed lit you identify, complete the required MATLAB training on Trojan Learn and attend MATLAB workshop.</p>	<p>results for poster session; student should present to labmates on their research to develop communication skills and confidence discussing their research.</p>	<p>families in poster session and Certificate Ceremony.</p>	
---	--	---	---	---	--

Each year, we end with a culminating [Poster Session](#) and Certificate Ceremony, which we will hold on campus on Friday, July 28, 2023. We appreciate your presence and (if possible) also that of your Principal Investigator during the Poster Session at some point between (TIME TBA) on July 28.

Mentors are paid a stipend of \$2,200/SHINE student on the biweekly Workday payroll for these responsibilities:

- 1. Plan, pace, and oversee meaningful learning activities that are specific to the PI's and/or your own research. These activities should be age-appropriate and need not be advanced; certainly no dangerous equipment or materials should be used by SHINE students, who will all earn the USC General Lab Safety Certificate prior to the first day of SHINE. Their deadline is June 9.**
- 2. In case of emergency, call 911 immediately; USC Public Safety will automatically be informed of all 911 calls. The non-emergency number of USC Public Safety is 213-740-6000, their emergency number is 213-740-4321, and Monica Lopez's cell is 323-921-2973 .**
3. If you need funds to cover costs of Materials and Supplies (which can include materials for you or the students, including books, software licenses, rush fees, hardware, lab coats, etc.), please apply for funds by May 24. You will need to learn the account number of your Principal Investigator where we can transfer these funds. \$300/SHINE student. https://usc.qualtrics.com/jfe/form/SV_0JuD1HCDZ1GM4D4
- 4. Identify and mentor the skills you believe your SHINE student should develop, connecting as much as possible with basic STEM concepts** familiar to a high school student (please do note your Mentee's grade – we can help you if you have ANY questions) and identifying opportunities for future/further study in areas the SHINE student has not yet mastered or encountered. The main goal of SHINE is to provide an immersive experience in the research conducted by your group. We encourage you to begin planning activities; identifying the software, techniques, or tools that are age appropriate and available to students in your work area or through USC licensed softwares that might be available via VPN or online, etc. Such tools might include MATLAB (we can get student accounts for the SHINE students), MS Suite (especially Excel and Powerpoint), ANSYS, AutoDesk, Solidworks, CAD, R, Unity, GitHub, etc. You are responsible for securing access to any licensed software with IT or ITS, although we do help with advance notice. All SHINE students will have access to a laptop for the duration of SHINE.

5. **Set weekly learning goals and assessments for SHINE students so that you can document their progress.** We will discuss the value of this in our first meeting and easy ways to do this. Feel free to modify your goals if you find they are too ambitious. We recommend that you share these learning goals with your students and their families. Be sure to provide constructive feedback to your SHINE mentees frequently, at least every other week, to help them stay on course. It is fine if you give your mentees some work to do on a Monday, for example, and they don't do it until Tuesday, as long as their schedule works for you and them. SHINE students should not work past 5:30 pm nor on weekends.
6. **Provide written feedback twice: 1) mid-SHINE progress report July 5; 2) by August 4, a final, detailed letter of what the SHINE student accomplished during the seven weeks.** During the week of 7/3, have a mid-SHINE progress meeting to review the written report and clarify accomplishments, where the student needs to focus next, etc. The final letter will need to be reviewed and approved by your PI & submitted to the SHINE Team by **August 4**.
7. **In consultation with your PI, select by June 7, 2023 at least one peer-reviewed article** for your SHINE mentee(s) to learn how to read during their first weeks – it can be something you or your PI have written, or a classic publication informing your research, etc. In SHINE, students learn how to read scholarly literature (don't expect them to understand methods, but feel free to discuss this section with them) and how scholarly knowledge is produced in a R1 university. You may also feel free to assign parts of textbooks, tutorials or YouTube videos, but that will be separate from providing a peer-reviewed reading.
8. **USC's Office of Youth Protection & Programming requires** all students and faculty who work one-on-one with students to comply with all USC requirements before they begin working with minors. This requirement includes providing a certificate that the mentor has completed the annual training in working with minors and has passed a background check. SHINE mentors will not be able to work or be paid without completion of this requirement by **June 5, 2023**.
9. **Understand additional legal obligations for working with minors**, which include following compliant practices on text communications as outlined in the required **USC Guidelines for Interacting with Minors**. Know that you are a Mandated Reporter with legal responsibility to report abuse and that you can be charged with failure to do so. These requirements also protect you from any disturbed minors who may falsely accuse you of wrongdoing.
10. **Report all problems immediately to the SHINE team**, including **ANY** SHINE student's academic, cognitive, emotional, behavioral problems. If absences, tardiness, attitude, ability, etc. become a problem, do not try to solve this on your own –the SHINE team is here for all these troubles. **Email us at K12STEM1@usc.edu or call Monica Lopez if this is urgent at 323-921-2973.**

While there are a lot of responsibilities here, we want to reassure you that this is a fun and rewarding experience that gives you valuable experience in teaching and Broader Impacts (BI), which may help you on the job market or when applying for NSF scholarships. We are also at your disposal for learning how to build your own BI track record and to write a letter of recommendation for you in the future. Please reach out to us if you have questions or concerns, need help pacing, setting goals, or translating your research into age-appropriate experiences. Monica will have office hours for SHINE Mentors each Thursday from 1- 3 pm – please drop by at <https://usc.zoom.us/j/96505059734> and say hi, brainstorm ideas, discuss progress, or talk about pets and food.

I have carefully reviewed all these policies and requirements. I understand my obligations and agree to comply.

SHINE Mentor's Name (Print)

SHINE Mentor's Signature

Date

Please upload signed document by 5/24 to https://usc.qualtrics.com/jfe/form/SV_6YABHUEN3nozi0G

(Version: May 16, 2023)