**Guidelines for SURF Mentors and Recipients:**

SURF Mentors should:

1. Establish practical meeting schedule with mentee
2. Provide useful feedback throughout the duration of the project
3. Set realistic expectation for mentee and overall project
4. Help mentee plan and prepare their presentation
5. **Attend COPLAC and the Academic Excellence Conference and ensure that mentee submits an abstract to present at these events**

SURF Recipients must:

1. Follow meeting schedule established with their mentor
2. Respond to mentor’s feedback
3. Have clear goals for the project (established with their mentor)
4. Plan and prepare their presentation
5. **Submit an abstract to present at COPLAC and the Academic Excellence Conference**

**At the Academic Excellence Conference, SURF recipients will present on a special panel reserved for the Center for Creative Inquiry. The Coordinator of the Center for Creative Inquiry will email all SURF recipients with further details about this panel a few weeks before the AEC.**

SURF Recipients are also encouraged to present at a professional conference within their field.