Faculty Advisor Recommendations

Students value this extraordinary opportunity to engage in research and service under the guidance of a faculty member. Students take their work seriously. So we encourage you to take an active role in their intellectual and personal development throughout the project. Here are some ways to help them successfully achieve their goals:

- **Brief your student(s) on the community context** in which they will be working. **Address cultural, social, and economic differences** students will encounter during their project and suggest strategies for addressing these differences. Discuss risk, health, and safety issues your student may encounter when off grounds.

- **Stay in regular contact** with your student(s) and the community partner through email, phone, and/or meetings.

- Try to **meet regularly with your student(s)** to discuss progress and findings.

- **Advise them on any financial matters** related to their project.
  
  o Inform your department’s fiscal administrator and the provost’s office of any financial changes with your student(s) projects.

- Make sure your student(s) receive the **correct approvals from the Institutional Review Board and/or the International Studies Office**.

- Submit **midterm** (November) and **end of year** (late April) **reports** when requested. Students are expected to submit reports as well.

- Urge your students to **publish and present** their work.
  
  o **REQUIRED FOR JPC STUDENTS**: February 2011: JPC Students submission deadline for *Public*, to be published Virginia Policy Review
  
  o April 2011: Undergraduate Research Symposium in April
  
  o **REQUIRED FOR JPC STUDENTS**: Public Service Conference: April 2011

- **Coach students on their interactions with the community** and help them navigate different institutional cultures at external organizations and within UVA’s.

- **Stay in touch** with them throughout the summer and academic year as appropriate.

- **Be alert for early warning signs** that the project is not going as planned and if there are any issues emerging with the community partner. Contact the Office of University Community Partnerships to discuss.