

Bylaws for the
Integrative Biology Undergraduate
Mentorship Program
(iBUMP)

Updated December 2017

A. iBUMP Committee

- 1) Purpose of the iBUMP Committee
 - a. The primary purpose of the iBUMP Committee (hereafter referred to as 'the Committee') is to pair Mentors and Mentees once every semester.
 - b. The Committee will do the following each semester:
 - i. Meet regularly to discuss arising business for iBUMP (hereafter referred to as 'the Program')
 - ii. Advertise the Program through posters and talks
 - iii. Distribute, receive, and respond to all applications from prospective Mentors and Mentees
 - iv. Hold ongoing training sessions for Mentors (including, but not limited to, a Mentor training session at the beginning of the semester and a Mentor meet-up halfway through the semester during which progress reports will be discussed)
 - v. Distribute and receive pre- and post-program surveys, as well as progress reports
 - vi. Hold pre- and post-program socials for all participants
 - vii. Resolve any conflicts between Mentors and Mentees
 - viii. Distribute certificates of completion to successful participants

- 2) Formation and Responsibilities of the Committee
 - a. The Committee will meet (at minimum) at the beginning of each semester in order to identify prospective Mentors and Mentees.
 - b. Members of the Committee will consist of at least 3 graduate students, one undergraduate student, and one faculty member.
 - c. Members of the Committee may serve as Mentors, but Mentors need not be on the Committee. A minimum of three people must sit on the Committee at all times.
 - d. The Committee must have a Committee Chair, whose responsibilities it will be to:
 - i. Call and chair regular meetings (or as necessary)
 - ii. Organize the Program's budget and file any expenses with the IB Administration
 - iii. Delegate tasks to other committee members in a timely manner, and ensure that all committee members are able to complete their assigned tasks in a timely manner
 - iv. Design, print, and distribute recruitment posters
 - v. Design, print, and distribute certificates of completion
 - vi. Analyze and report data from all surveys and progress reports
 - vii. Design and maintain the iBUMP website (with Communications Director)
 - viii. Complete the responsibilities of other committee members if they are not

able to, or if a given role is unoccupied

- e. Other members of the Committee may include:
 - i. Communications Director, whose responsibilities it will be to:
 - 1. Attend Committee meetings
 - 2. Responsible for the Program's email account: check daily during beginning of semester, 2-3x per week later in semester
 - 3. Receive applications and maintain communication with participants
 - 4. Send out forms to participants
 - 5. Compile email lists for each semester
 - 6. Design and maintain the Program's website (with Chair)
 - ii. Outreach Coordinator/PR Director, whose responsibilities it will be to:
 - 1. Attend Committee meetings
 - 2. Make list of undergraduate classes to do promotion talk at; contact the professors of these classes to organize when/where
 - 3. Assign Committee members to talking slots
 - 4. Make a list of seminars and workshops taking place that semester to put in the Mentor resource folder
 - iii. A.V.P. of Training and Recruitment, whose responsibilities it will be to:
 - 1. Attend Committee meetings
 - 2. Maintain contact with resources in Library (e.g. Jason Dodd)
 - 3. Organize and run semesterly mentor training session(s), including the mentor-meet up half-way through the semester
 - 4. Finalize content in mentor training presentation
 - 5. Responsible for organizing and delegating tasks around applications, including gathering info from applications, putting info into spreadsheet, assigning pairs, reaching out the Program's committee with respect to pairing problems
 - iv. Events Coordinator, whose responsibilities it will be to:
 - 1. Attend Committee meetings
 - 2. Organize the socials at the beginning and end of semester; includes arranging a date for the socials and booking space in a venue
 - v. Faculty Advisor, whose responsibilities it will be to:
 - 1. Attend Committee meetings
 - vi. Previous Chair, whose responsibilities it will be to:
 - 1. Attend Committee meetings if possible or convenient
 - 2. Offer general support for future semesters, do odd jobs as necessary (may be given the option to do so remotely if applicable)

B. Program Eligibility

1) Mentee eligibility

- a. Eligible Mentees are currently enrolled undergraduate students registered in an integrative biology major, and who demonstrate genuine interest in the program¹.
- b. Preference will be allocated to eligible mentees as follows:

¹ 'Genuine interest' is demonstrated in part through information provided by the Mentee on his/her application form, and is assessed at the discretion of the iBUMP Committee.

- i. All mutually agreed upon Mentor-Mentee pairs will be allowed to participate in the program, provided that the mentee has not already completed 2 full semesters with the program.
 1. This mutual agreement is determined by an indication on the part of both the Mentor and the Mentee (in their application forms) that each would prefer to be paired with the other.
- ii. Mentees who are not already part of a mutually-agreed upon pairing with a Mentor shall be given preference as follows:
 1. In the fall semesters, preference will be given to students enrolled in their 4th year of study.
 2. In the winter semesters, preference will be given to students enrolled in their 3rd year of study².
 3. Students enrolled in an undergraduate research project (who are not already paired with a Mentor) will not be given preference over students who are not enrolled in an undergraduate research project.
- iii. Mentees are not permitted to participate in more than 2 semesters with the Program.

2) Mentor eligibility

- a. Eligible Mentors are currently enrolled graduate students in the Department of Integrative Biology, who have indicated that they are willing to commit to the minimum time requirement for mentoring a(t least one) Mentee.
- b. In the event that fewer undergraduate mentees enroll in the iBUMP than graduate student mentors, preference will be allocated to mentors by the iBUMP committee based on the desired skills and knowledge outlined in the mentees' applications.
 - i. Mentors may mentor up to two Mentees at a given time.

C. Mentor and Mentee Responsibilities

- 1) Prospective Mentors and Mentees will be required to submit a short (less than a page) application to the iBUMP Committee outlining the reasons why they desire to be a Mentor or Mentee and what they hope to achieve through this program.
- 2) The Mentor and Mentee must meet at the beginning of the mentorship to outline the goals of the mentorship and a course of action for both parties. Should the Mentee be under the supervision of a member of the Integrative Biology faculty, this faculty member may be given the option to endorse a written copy of an agreement outlining these goals and responsibilities between Mentor and Mentee with a signature.
 - a. The faculty member also has the option to contribute ideas relevant to goals for the mentorship at this time.
 - b. A signed copy of this contract should be given to the Committee for their records.
- 3) The Mentor and Mentee will meet (at minimum) every week of the mentorship. The minimum time contribution of this commitment is 1 hour per week for which the program is active during the semester. Depending on the nature of the mentorship, the activities during weekly meetings could include but are not limited to:
 - a. Discussion of scientific literature, in order to foster scientific understanding in the

² It should be noted that for the W18 program, preference will be given equally to 3rd year students and to 4th year students who have not participated in the program before.

- Mentee;
- b. Discussion of relevant research activities by the Mentor or Mentee;
 - i. In the case of students enrolled in a research project, these discussions could be directly related to the formation or testing of hypotheses and predictions related to this project.
 - ii. It should be noted that Mentors are not encouraged to provide an unfair advantage to the Mentee with regards to her project. Instead, general advice and a problem-solving attitude are recommended.
 - c. Discussion of relevant coursework for the Mentor or Mentee;
 - i. It should be noted that Mentors are not encouraged to provide an unfair advantage to the Mentee with regards to her coursework. Instead, general advice and a problem-solving attitude are recommended.
 - d. Discussion about the graduate experience.

D. Mentor Training

- 1) Mentors will attend a mandatory training session at the beginning of each semester. This training will include, but is not limited to:
 - a. A guided discussion regarding how to engage Mentees in discussion about Scientific literature;
 - b. A guided discussion regarding what is appropriate to discuss with Mentees with regard to coursework and individual research projects;
 - c. A presentation regarding the respectful and sensitive treatment of Mentees.
- 2) At the end of the semester, mentees will fill out an evaluation of their mentors intended to help the mentors improve as leaders and teachers.

E. Disciplinary Procedures

- 1) Mentors and Mentees may not be permitted to receive a certificate of completion if concerns about him/her have been raised in a progress report, and if these concerns have not been addressed by the end of the semester (i.e. if the end-of-semester survey indicates that no progress had been made).
 - a) Mentors and Mentees may also be revoked of the privilege of participating in the Program in this circumstance.

F. Confidentiality Clause

- 1) The identity of any Mentors or Mentees who file a complaint with the Committee, and who wish to remain anonymous, will not be disclosed to any non-member of the Committee.
- 2) If the Chair deems it appropriate, the identity of any Mentors or Mentees who file a complaint with the Committee, and who wish to remain anonymous, may not be disclosed to the Committee.
- 3) If the Mentor or Mentee who has filed the complaint has not specified whether or not he/she would prefer to remain anonymous, is the responsibility of the Chair to ask this Mentor or Mentee whether he/she would prefer to remain anonymous.

G. Voting

- 1) In the event that the Committee cannot reach a verbal consensus on a topic of discussion, the Chair has the right to call a vote.
- 2) Quorum (which is the majority of all active committee members) is required in order for the Chair to call a vote.
- 3) Majority rules.
- 4) In the event of a tie, the right lies with the Chair to break the tie.