

### **Memorandum of Understanding – required each Fall**

PATHS-UP aims to give graduate students opportunities beyond research to fuel and inspire their future careers. PATHS-UP understands that your career goals can change over time and are informed by the experiences you are provided. Thus, we want to provide you with experiences to help you make informed decisions about your career opportunities and interests. We also want to know if and how these experiences shaped or confirmed your future career plans. Completing this MOU and discussing personal career goals with your faculty mentor each year can assist with this process. Utilizing the PATHS-UP Professional Development Toolkit enhances this professional development process and is required to be completed and turned in with your MOU each year.

Overall, PATHS-UP faculty and graduate student fellows are expected to work collaboratively toward the shared vision of the PATHS-UP, as well as build a culture of excellence in innovation, inclusion, and sustainability. By signing this memorandum, you acknowledge that you have read and understand the requirements for participating in the PATHS-UP Engineering Research Center as a Faculty Mentor or PATHS-UP Fellow (graduate student).

All graduate student PATHS-UP Fellows must complete and submit this Memorandum of Understanding.

#### **A PATHS-UP Faculty Mentor is expected to:**

- Maintain high standards in research, education, and service.
- Explain to incoming students what it means to be a PATHS-UP Fellow, including: expectations, obligations, privileges, and understanding the value of having a diverse community.
- Facilitate and encourage student participation in PATHS-UP Innovation Ecosystem and Workforce Development (WFD) activities, such as the Student Leadership Council (SLC), outreach events, professional development activities, and diversity and inclusion trainings.
- Review each student's progress towards meeting their PATHS-UP requirements once per-year.
- Aid in facilitating immersive experiences for graduate students.
- Promote student participation in research projects involving collaboration with other PATHS-UP university partners, industry partners, international collaborators, and/or other relevant groups.

#### **A PATHS-UP Fellow is expected to:**

- Conduct PATHS-UP research with excellence and integrity, and disseminate the work through relevant channels, such as peer-reviewed journals and academic conferences.
- Participate in research thrust project meetings involving collaboration with other PATHS-UP university partners.
- Participate in an experiential learning opportunity outside of the standard research requirement of the degree.
- Participate in PATHS-UP Innovation Ecosystem and WFD related activities, such as the Student Leadership Council (SLC), outreach events, professional development activities, and diversity and inclusion trainings.
- Promote PATHS-UP to prospective students, and serve as a mentor within the community.

## PATHS-UP Fellow (Graduate Student)

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#### Degree Progression Requirements

Prior to start of the program	Be a graduate student at TAMU, UCLA, Rice, or FIU and participate in the PATHS-UP ERC research. (All Semesters)	Enrollment Date: _____
1 <sup>st</sup> year of graduate enrollment	Have a committee chair (PI) actively engaged in a PATHS-UP research thrust. (All Semesters)	Committee Chair start Month: _____ Committee Chair start Year: _____
Throughout graduate enrollment	Have a committee member from a crossover institution, thrust &/or pillar who is also participating in PATHS-UP. (All Semesters)	Committee Member start date: _____ Crossover Faculty: _____

**These requirements are mandatory at least once during your time as a PATHS-UP Fellow. However, we strongly encourage continued participation throughout graduate enrollment.**

Mentor at least one undergraduate student (with preference for a PATHS-UP Scholar). Please record dates to document when you completed (or plan to complete) this requirement.	Starting Yr./ Month: _____ Ending Yr. / Month: _____ If ongoing, select a Future Date as TBD
*Participate in at least one experiential learning opportunity. Please record dates to document when you completed (or plan to complete) this requirement.	Starting Yr./ Month: _____ Ending Yr. / Month: _____
Upon graduation, become a PATHS-UP Alumni Member who keeps in touch via surveys with ERC staff after graduation regarding how the ERC affected their career goals and path. Please record dates to document your graduation (or expected graduation) date.	Graduation Month: _____ Graduation Year: _____

**These requirements will recur throughout the year. Please initial as acknowledgement and understanding.**

Participate in quarterly PATHS-UP meeting via Zoom or Microsoft Teams and other meetings	
Attend at least 1 PATHS-UP Student Leadership Council (SLC) meeting per year	
Complete Diversity/bias training each time it is offered by PATHS-UP	
*Submit an annual year-end report that lists activities such as community engagement, industry interactions, and training activities along with a plan for these activities in the upcoming year	
Complete the PATHS-UP End of Year Survey for Fellows	

I have read this graduate student MOU and I agree to help build a culture of excellence in innovation, inclusion, and sustainability in PATHS-UP. I understand that I must complete the aforementioned requirements to be considered a PATHS-UP Fellow and have also completed PATHS-UP on-boarding action items.

Primary Institution: \_\_\_\_\_

Faculty Name: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_

Grad Student Name: \_\_\_\_\_

Grad Student Signature: \_\_\_\_\_

Grad Student Email: \_\_\_\_\_

Date: \_\_\_\_\_

\*Activities should be beyond your current scope of work as a graduate student to include one or more of these following PATHS-UP immersive experiences: Internship/Co-op/Shadowing. Global Experience (research/internship/study abroad), Test-Bed Immersion (community outreach/data collection/focus groups/stakeholder engagement), Involvement in Community outside of PATHS-UP/other. These activities must be related to the vision and mission statement of PATHS-UP and could encompass either a university or community service type of activity. Please check with your PI for further clarification or authorization.