Participant Guidelines for C-MORE Scholars Program

Note: Persistent abuse of these guidelines will result in your release from the program.

1. You are required to attend all scheduled C-MORE Scholars meetings and activities.

2. At the end of the year, you will either give a poster (trainees) or oral presentation (interns, fellows) on your research at a student symposium.

3. Check your email daily, and reply to all program-related emails within 48 hours. The program uses email as the primary means of communication.

4. While working in a lab or in the field, be sure to:
   a. Follow all safety regulations and precautions
   b. Follow the instructions of your mentor
   c. Ask questions when you don’t understand something
   d. Adhere to the work schedule agreed upon between you and your mentor

5. Always behave in a professional manner while working. During work-time there will be no:
   a. Doing homework
   b. Reading personal emails, playing online games, or browsing the internet for pleasure
   c. Personal phone calls or texting (unless it is a DIRE emergency)
   d. Interfering with the work of others
   e. Arriving late
   f. Leaving early

6. Have your mentor sign your timesheets and turn them into the program manager every two weeks. Students outside the Mānoa campus may submit their timesheets by email or fax. (See contact info below).

7. Meet with the program manager at least once a month for an informal progress report.

8. Have fun and enjoy your research experience!

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