

**American Association of Physicists in Medicine
Undergraduate Mentor Application Qualifications and Guidelines**

1. Qualifications- Each fellow must have a mentor. Each mentor shall be a faculty medical physicist in a university environment, a person working in a medical physics related field or a qualified medical physicist. Each mentor shall be a full member of the AAPM. Each mentor shall be employed by a university, a research facility, a hospital or clinical facility, or a radiological industry within the United States or Canada. Attestation of Employer support and Indemnification is an application requirement.
2. Mentoring Period- The mentor must specify a period of 10 weeks during the summer academic period (May to September), during which the mentor can be responsible for the supervision of the undergraduate student fellow.

Criteria for Evaluation- Mentors are deemed eligible after committee review. In making that assessment, the committee evaluates the appropriateness of the project for junior or senior physics students (or equivalent), the qualifications and abilities of the mentor, the appropriateness of the facility for the proposed project, and the availability of administrative support, e.g. housing, etc. Mentors are expected to be present for the great majority, if not all, of the student's summer experience and have time to devote to the mentoring process. Unexpected or unavoidable absences of the mentor require that adequate substitute professional coverage of mentor activities be provided for the fellow.

10-week Summer Project Outline: These are meant to be exciting and interesting opportunities for students to explore medical physics within a 10-week timeline. While opportunities for students to learn the practice of medical physics and participate in local activities and learning opportunities are highly encouraged, this fellowship is not a clinical practicum: students should not be participating in clinical work. Students typically have no previous medical physics experience but do have mathematics coursework training through differential equations and physics coursework training through modern physics. Your project outline should include

- A specific aim, with a testable hypothesis that is possible within a 10-week time frame;
- Research topics that a student can participate in as a part of a larger research project;
- Clinical evaluation of unique software or hardware;
- Data collection, analysis, or processing as a part of a larger clinical or research project.

Student interest in the project and geographic location of the institution play a large part in the selection process.

3. Fellow Travel and Accommodations- All summer fellows will be responsible for obtaining and paying expenses for travel to and from the summer work site, for living expenses, and any other personal expenses. **Mentors will indicate in the application the host institution's ability to assist the fellow by providing complimentary housing, or providing inexpensive housing or guidance on where to find housing nearby.**
4. Fellow Remuneration- The summer fellow will receive a stipend of \$6,000 from the AAPM for the 10-week period. The stipend is based upon an expectation of 40-hour per week effort for 10 weeks. This is not a salary; it is meant solely to subsidize students so that they may participate in the program. There are no other benefits. The summer fellow is responsible for health or any other insurance. The mentor is encouraged to proactively work with the host institution's administration to establish a process for summer fellow

remuneration ahead of their arrival. Immediately upon match confirmation the mentor must inform the AAPM whether the make stipend checks payable to the student or the Mentor's institution.

5. Fellow Insurance- The AAPM will not provide any form of insurance coverage for the Fellow at any time and specifically will not provide any insurance coverage for the Fellow while they are working and in residence at a host institution for their summer experience. The mentor is encouraged to work proactively with the host institution to establish appropriate insurance coverage for the Summer Fellow ahead of their arrival. This might be achieved for example by the institution designating the Fellow as a "worker", "student trainee", "volunteer" or other appropriate personnel category.

Mentor Guidelines

Before the student arrives:

- Ensure the student understands the housing options available locally for the term of the fellowship. Please communicate these options to the student in advance.
- Prepare a proper work area for the student that includes a desk and a computer with the necessary software and access permissions for the student to perform his/her assigned tasks and electronic communications.
- Ensure that there are written expectations and reasonably achievable goals set for the student during the fellowship period. Goals should be prioritized if possible and a timeline set for their accomplishment.
- Prepare a reference list of literature that the student will need to be successful in meeting any set goals for the fellowship.
- Understand the training and paperwork that the student needs to complete prior to and at the time of arrival at the institution.
- Ensure the student knows the fellowship payment process and schedule of payment.
- Give a brief description of your town/city and your facility's neighborhood to the student if the student is traveling from another town/city.

Once the student arrives:

- Ensure that the student has the proper ID and security clearances for your institution to enable their necessary access to facilities wherein the fellowship experience will take place.
- Introduce the student to the healthcare and research teams e.g. staff, physicians, RTTs, medical physicists, post-docs and other students with whom they are likely to interact. Also, identify any point person assigned to assist the student during the summer.
- Ensure the student receives all the necessary safety, security and compliance training required, e.g. HIPPA training, radiation safety orientation, patient safety, infectious disease protocols, dress and personal protection equipment (PPE) proper use.

- Give a tour to show the student how to go around and find the places (including cafeteria) and people the student needs.
- Provide an introductory and friendly meeting to discuss the fellowship expectations and goals for both you as a mentor and the student.
- Discuss how the students work and participation will be acknowledged on any presentations, publications or internal documents. This includes position on authorship lists for any presentation, publication or document.
- Establish regular one-on-one meetings for the period of the fellowship between you, as mentor, and the student to discuss their progress and general welfare.
- Ensure mentoring of the student is a high priority for you. The student should be primarily supervised by you and long absences from direct mentorship during the fellowship must not occur. Time spent with postdocs or other staff, faculty and students may be necessary but is not considered a replacement of your mentorship contact with the student.
- Encourage the student participation on chart rounds, physics journal clubs and other departmental activities including extracurricular activities that imbue a sense of teamwork and esprit de corps.
- Whatever is the major project upon which the student is engaged, seek opportunities for the student to gain positive experience of the role and function of a professional medical physicist at your institution.
- Encourage the student to prepare a presentation of his/her fellowship experience and/or project. Presentations and publications are not required but will be a meaningful and measurable outcome for the student and will act as a marker of their fellowship accomplishment.