1. **EXPECTATIONS:**

Expectations by CRM Mentors for Incoming Interns:

1. Meet expectations as per Intern job description at the Center for Reproductive Medicine
2. Demonstrate conduct conducive to a prestigious professional environment
3. Be respectful towards their Mentors and follow the policies and guidelines of Cleveland Clinic and the Center for Reproductive Medicine.
4. Approach their work with integrity, purpose and direction for maximum productivity
5. Make the commitment of time and energy as is necessary to complete daily tasks
6. Provide timely and good quality work within the stated deadlines
7. Demonstrate full commitment to the tasks Interns will perform throughout the Internship, both as an individual and as a member of a team
8. Demonstrate good attitude and enthusiasm in carrying out research tasks throughout the Internship
9. Communicate effectively and promptly with Mentors and team members providing status of assigned research and various tasks
10. Demonstrate a confident and positive outlook
11. Demonstrate the ability to express themselves freely in providing their feedback
12. Be open to constructive criticism and personalized mentorship
13. By the end of the internship, the Intern should produce a quantifiable amount of work (completed a lab project along with team members, completed the full draft of a scientific research article)
Adherence to Policy and Procedures:

Interns are expected to:

1. Exhibit familiarity with the policies and procedures of the Cleveland Clinic and the Center for Reproductive Medicine and Andrology Center
2. Demonstrate responsibility to and compliance towards all policies and procedures throughout the Internship
3. Be present on all Internship days and participate in all Internship related activities (attend lectures, perform bench research and attend ongoing weekly research meetings etc.)
4. Display punctuality and be respectful of the Mentor’s and Interns’ time
5. Demonstrate care and conformity to policies and procedures when dealing with biological material and property in the laboratory/lecture halls
6. Always maintain and uphold the confidentiality of any Patient/Donor information that they may come across while performing Bench Research
7. Demonstrate a professional disposition throughout the Internship when interacting with Mentors and Interns alike
8. Be professionally and appropriately dressed for all Internship-related activities
9. Exercise due prudence and integrity when posting information on social media / Internet regarding their experience at the 2014 Summer Internship
10. Abide without exception certain integral rules and regulations of Cleveland Clinic and the Center for Reproductive Medicine, which are explained to the Interns during the Orientation.
Incoming interns can expect the Internship Mentors to:

1. Provide proper individualized training and attention to their Interns
2. Communicate clearly the tasks they expect of the interns as they progress in their research work
3. Offer regular and timely mentoring and supervision
4. Exhibit strong mentorship by providing information, guidance and proper direction to the Interns
5. Contribute their skills and knowledge to the best of their ability
6. Arrange and provide interns with quantifiable work and focused activities that are in line with the learning objectives of the Internship
7. Ensure that the Interns understand their responsibilities
8. Present with constructive feedback on positive accomplishments and areas that require improvement when guiding/evaluating the Interns work or presentations
9. Be approachable, non-judgemental, fair and relate well to Interns
10. Be available for quick turn over of work-related communication and feedback
11. Offer personal interaction, advice and feedback to Interns for their professional and personal development
12. Motivate the Interns to keep pace and accomplish their goals as an Intern
2. METHOD TO EVALUATE SCIENTIFIC RESEARCH:

<table>
<thead>
<tr>
<th>EVALUATION</th>
<th>RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>5</td>
</tr>
<tr>
<td>Good</td>
<td>4</td>
</tr>
<tr>
<td>Average</td>
<td>3</td>
</tr>
<tr>
<td>Fair</td>
<td>2</td>
</tr>
<tr>
<td>Poor</td>
<td>1</td>
</tr>
</tbody>
</table>

CRITERIA

Fulfilled the learning objectives of the Scientific Writing Research Exercise*:

1. Attended the Scientific Writing Research Workshop (Amy Moore’s) 5
2. Demonstrates awareness about plagiarism and its consequences 5
3. Demonstrates ability to independently conduct a thorough and exhaustive literature search 5
4. Demonstrates ability to independently come up with keywords for a research topic 5
5. Exhibits the ability to screen articles and filter those that are most relevant to the topic at hand 5
6. Exhibits the ability to read, understand and extract information from relevant articles 5
7. Demonstrates ability to organize vast information in a logical and comprehensive manner 5
8. Displayed skills to come up with an expanded outline for the research topic at hand 5
9. Demonstrates skills to work in a systematic manner to add information to the outline 5
10. Demonstrates proficiency to document key information from articles into a tabular or diagrammatic form 5
11. Exhibits the competency to record and to reference material taken from other articles 5
12. Demonstrates ability to use reference managers to manage references 5

Interaction and relationship with Mentor:

13. Met consistently (minimum of 2 to 3 times weekly) with their Mentor to seek guidance and feedback on writing tasks 5
14. Provided weekly to bi-weekly written updates on progress of writing to the Mentor and CRM Director 5

Interns Abilities:

15. Demonstrates discipline, ability and commitment of carrying the project beyond the Internship till publication 5

TOTAL 75

- All 5s → maximum (75)
- More 5s than 4s → minimum for Mentor’s Choice Award (68)
- Minimum to clear this evaluation (50)
- Consideration for Mentor’s choice (score of 68-75); cleared this evaluation (score of at least 50)

*Assessed at the beginning of Week 7
3. METHOD TO EVALUATE BENCH RESEARCH:

<table>
<thead>
<tr>
<th>EVALUATION</th>
<th>RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>5</td>
</tr>
<tr>
<td>Good</td>
<td>4</td>
</tr>
<tr>
<td>Average</td>
<td>3</td>
</tr>
<tr>
<td>Fair</td>
<td>2</td>
</tr>
<tr>
<td>Poor</td>
<td>1</td>
</tr>
</tbody>
</table>

CRITERIA:

Fulfilled the learning objectives of the Bench Research Exercise* :

1. Competency verified for Bench Research Training Skills
2. Demonstrates awareness about each lab technique and the theory behind it
3. Able to read, understand and follow a protocol for a particular technique
4. Have the necessary skills to perform several lab techniques (as per training provided during bench research)
5. Able to accurately record raw data into the worksheet
6. Demonstrated proficiency to perform calculations and determine its validity
7. Exhibited the knowledge to interpret the general trend/meaning of the results obtained
8. Demonstrated the skills to be able to do basic troubleshooting as the experiment progresses
9. Exhibited proficiency to do internal QC for the experiment
10. Exhibited the aptitude to organize and portray results into a presentation
11. Display ability to coordinate each lab technique with others as a team
12. Display ability to plan for the experimental workflow as a team

Interaction and relationship with Mentor:

13. Discussed each step of the experiment for verification and troubleshooting with their Mentor
14. Provided daily updates on progress of each research day to the Mentor

Interns Abilities:

15. Exhibits discipline, ability and commitment to see their project all the way to the last Research Day

TOTAL

- All 5s → maximum (75)
- More 5s than 4s → minimum for Mentor’s Choice Award (68)
- Minimum to clear this evaluation (50)
- Consideration for Mentor’s choice (score of 68-75); cleared this evaluation (score of at least 50)

* Assessed at the beginning of Week
4. GRADING OF INTERNS:

<table>
<thead>
<tr>
<th>EVALUATION</th>
<th>RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>5</td>
</tr>
<tr>
<td>Good</td>
<td>4</td>
</tr>
<tr>
<td>Average</td>
<td>3</td>
</tr>
<tr>
<td>Fair</td>
<td>2</td>
</tr>
<tr>
<td>Poor</td>
<td>1</td>
</tr>
</tbody>
</table>

CRITERIA:

1. Fulfilled the learning objectives of the Internship*:  
   - Participation in daily lectures 5  
   - Participated in research seminars 5  
   - Participated in research writing workshop 5  
   - Participation in research meetings 5  
   - Participation in group discussions 5  
   - Participation in bench research 5  
   - Participation in a writing project 5  
   - Presented research results (bench projects) in research meetings 5  
   - Presented research findings (writing projects) in research meetings 5  
   - Presented PowerPoint talks (as an individual) on their writing project 5  
   - Presented PowerPoint talks (as a group) on their bench project 5  
   - Interacted positively with the Faculty, Mentors, Speakers and Interns 5

2. Produced a quantifiable amount of work during the Internship:  
   - Completed a lab project along with other Interns in their group 5  
   - Completed the first full draft of a paper 5

3. Demonstrate having acquired / improved on new / existing soft skills from the Internship 5

TOTAL 75

* All 5s → maximum to pass with distinction (75)  
* More 5s than 4s → minimum to pass with distinction (68)  
* All 4s → minimum to pass with honors (60)  
* Pass without honors (50)  
* Pass with distinction (score of 68-75); pass with honors (score of 60-67); pass without honors (score of 50-60)

* Assessed at the beginning of Week 7
5. CRITERIA FOR AWARD OF GRADUATION CERTIFICATE:

- Secured a pass with distinction (Score of 68 – 75)
- Pass with honors (Score of 60 – 67)
- Pass without honors (Score of 50 – 60)