URGE Resource Map for UNH Leitzel Center

This is a draft Resource Map for the Joan and James Leitzel Center for Mathematics, Science and Engineering Education (LC) at the University of New Hampshire. This was adapted from a template provided through the URGE program, based on the “Sample Ph.D. Mentoring Plan” provided in Vashan Wright (Woods Hole Oceanographic Institution) and Karin Block (City College of New York and CUNY Graduate Center), License: CC BY-NC-SA 4.0.

- Mentoring plan
  - Participants in LC programs who will be mentored or are serving as mentors participate in Mentoring Training provided either through mentoring modules created by UNH Research Integrity or in the Mentorship Academy created by LC staff.
  - Mentoring Tutorials provided by Research Integrity provide opportunities to explore, through case studies, and accompanying discussion.
  - The Mentorship Academy, which has been created through Leitzel Staff, has as its primary goal to increase the recruitment and retention of undergraduates in STEM disciplines by preparing mentors to create an inclusive and supportive academic environment. High-quality mentoring is a critical component in the success of undergraduates who engage in research projects or internships, particularly in the case of underrepresented students. Faculty, postdoctoral researchers, and graduate students who provide guidance and support to these undergraduates are critical in developing the students’ confidence, skills, and identity--ultimately resulting in persistence in STEM disciplines. Through the use of interactive theatre vignettes, discussion, and mentorship planning activities, the Mentorship Academy increases mentors’ skills in supporting all students, with a focus on those from underrepresented groups.
  - We recognize that onboarding of new personnel includes discussions about Individual/Group meeting expectations (interval/frequency, journal articles, presentations, socializing, time management, reviewing manuscripts, revising manuscripts/dealing with rejection, careers, current events, media requests)
  - New arrivals to full-time benefited positions will work with their supervisor to identify mentors, one within the center and one external to the center, with whom there can be regular check ins at 1 month, 3 month intervals prior to the first 6-month evaluation.
  - Evaluations are carried out in accordance with HR guidelines, with the first at six months and on an annual cycle thereafter.
• Core
  ○ Code-of-conduct - link, all members must sign a code of conduct that addresses inclusivity and diversity, mental health, publications or outputs, social media use, working hours, expectations for travel, boundary-setting and vacation
  ○ Communication plan and expectations, e.g. how do members communicate with each other and what times are appropriate
  ○ Reporting Policy - link, address issues related to insensitivity, harassment, exclusion and what are the consequences (e.g. not everyone drinks alcohol; no “locker room” talk), provide additional contacts for reporting outside of advisor
  ○ Equipment - The Leitzel Center has a resource room full of equipment for hosting teacher professional development workshops or student camps in all areas of science, mathematics and engineering. Through partnerships with departments we can help find participants field gear as needed to participate in Leitzel-run field programs. Further, the Campus Rec Outdoor Adventures office offers rentals of camping, hiking, winter and water sports equipment.
  ○ Requirements for conference and workshop participation vary across projects. We recognize in-person and/or virtual attendance can constitute a hardship for some community members and accordingly recommend that it is part of the onboarding discussions, particularly the implementation of code-of-conduct and communication plans.

• Community support and mental health resources
  ○ Employee Assistance Plan
  ○ Student members of the LC staff will be directed to support resources out of the Graduate school and the campus psychological and counseling services.

○ Assistance finding accommodations, moving expenses/assistance
  ● Local accommodations: The Holiday Inn Express in Durham offers a free breakfast and is a short walk from campus.
  ● For more upscale accommodations, The Three Chimneys Inn is also walking distance from campus and was originally built in 1649.
  ● The UNH Graduate School provides resources for new community members exploring options in off-campus housing. LC staff also have numerous relationships with local realtors who can help new staff interested in home purchases.
  ● The Gentle Giant moving company does great work at a reasonable price.
  ● Calling all Cargo provide excellent assistance with moving and storage.

Work Resources
  ● Outline services at organization/university: diversity officer, counseling and psychological services, ombudsperson, affinity groups, etc.
- Students have access to health and wellness support at the 1) Center for Health and Wellness and 2) Psychological and Counseling Services.

- The Center for Health and Wellness is located at 4 Pettee Brook Lane and provides medical appointments, wellness coaching, massage therapy, pharmacy, radiology, mandated substance use appointments and laboratory testing. https://www.unh.edu/health/about-us/hours-locations

- UNH Psychological & Counseling Services (PACS), 3rd floor, Smith Hall, (603) 862-2090/711 TTY, provides counseling appointments and other mental health services. If urgent, students may call PACS Monday through Friday, 8 a.m.-5 p.m., and schedule an Urgent Same-Day Appointment. There are now also telehealth appointments available. Information related to this service can be found here. PACS Telehealth Services

- Employees may access the Employee Assistance Program, which can connect them with resources and/or a local therapist or counselor.
- Sexual Harassment reporting.
  - Any incidents of sexual violence or harassment including those divulged to you by students should be reported to the university's Title IX coordinator, Donna Marie Sorrentino, (603) 862-2930/1527 TTY. If you wish to speak to a confidential support service provider who does not have this reporting responsibility because their discussions with clients are subject to legal privilege, you can find a list of resources here. For more information about what happens when you report, how the university considers your requests for confidentiality once a report is made to the Title IX Coordinator, your rights and report options at UNH, including anonymous report options. Title IX process
  - Calendar(s) of events or mailing lists to join of campus diversity

    The Aulbani J. Beauregard Center for Equity, Freedom and Justice works with members of the UNH community to improve inclusivity, equity and social justice with educational and advocacy programs to help underrepresented students grow and thrive. A calendar of events is available here. Beauregard Center Events

    - Campus recreation offers access to workout facilities, group exercise classes, intramural sports and outdoor adventures. Campus Rec
    - The Memorial Union Building (MUB) is the hub of many social activities and events. You can find a current list of events and organizations using Wildcat Link. Wildcat Link Events
    - The Office of Community, Equity and Diversity has an extensive list of resources for additional opportunities to connect with other students and identify scholarship opportunities and keeps a calendar of many activities on campus that highlight the diversity in our community.
● Gyms, barber shops/hair services, etc.:
  ○ The UNH Hamel Rec center offers memberships for benefits-eligible employees. During non-Covid times, spouses and community members may also join.
  ○ Planet Fitness in Lee is open 24 hours and offers very reasonable rates; it is located about a 15 minute drive from campus.
  ○ Robesteurs Unisex salon in Manchester, NH
  ○ Unique You in Lawrence, MA
● Professional development resources
  ○ LC funds can help offset costs for membership to professional scholarly societies, particularly ones that contribute to center and university goals of inclusive recruiting.
  ○ Available resources for training/development or best practices in:
    ■ Teaching/pedagogy - teaching resources are available via CEITL. There are also a number of other professional development opportunities to support excellent teaching.
    ■ Project management/budgeting - Sponsored Projects Administration
    ■ Media training The Research Communication Academy offers training for speaking to the media and general public.
    ■ Proposal writing The Research office offers periodic seminars and classes on proposal writing and development and will help seek out funding agencies as well as on-campus partners; they will also provide proofreading and proposal advice. The Sponsored Programs Administration assists in submitting the proposal to the agency and ensures each requirement is met. They also audit grant spending. For non-profit groups, the UNH Foundation can assist in matchmaking non-profit funders. Both the Research and Engagement Academy and the Writing Academy out of Faculty Professional Development have helped postdoctoral scholars and faculty with developing proposals and writing projects.
    ■ Public speaking The Research Communication Academy offers training for speaking to the media and general public.
    ■ Networking - The Research and Engagement Academy provides faculty with orientation for resources at UNH.
    ■ Design/drafting of figures using Adobe Suite/Python/ArcGIS The Leitzel Center has access to UNH Cooperative Extension’s MARCOM media services who provide excellent support for figure design, press release preparation, photography, etc. Request support here.
    ■ Getting involved in professional societies
    ■ Additional coursework - Staff may use a UNH tuition benefit to take UNH courses, and LC staff have also taken courses in Professional Development and Training
    ■ Professional Development Resources - Staff Professional Development grants have been made available by competitive application to staff, though this program is currently on hold. The provost’s office makes available professional development grants and faculty scholar awards (by competitive application) to UNH faculty.
    ■ Outreach resources UNH's Office of Outreach and Engagement offers many resources and venues for engaging various audiences in research activities.