

Find a Faculty Mentor

Cultivating a strong and productive rapport with a faculty member stands as a pivotal component in the accomplishment of a fruitful research endeavor. Your objective is to identify a faculty member whose research aligns seamlessly with your own interests, and the Office of Student Research (OSR) is here to provide you with valuable support in this pursuit.

IDENTIFY A FACULTY MENTOR

- **Mentee Due Diligence** - Visit the OSR's [Research and Creative Activities Database](#) Serving as a clearinghouse of all research and creative activities at CSUSB, the Research and Creative Activities (RCA) Database aims to bring exposure to the various types of research and creative projects at CSUSB while connecting students with faculty who are in need of support in the form of Research Assistants (RAs).
- **Create a List** - Compile a list of faculty members to consider approaching, as not all may be available to take on new students. Choose a few potential faculty members that you might like to work with based on your interest.
- **Research Departmental Websites** - Look on different departmental (major/minor/program) websites for lists of faculty members, their research interests, and their recent publications. This can be done by visiting CSUSB's [Colleges and Academic Departments](#) webpage.
- **Connect with a Coyote Research Ambassador (CRA)** -The mission of the Coyote Research Ambassador Program (CRA) is to further the development of a research culture across CSUSB through peer-to-peer recruitment, advising, and support of the OSR. To schedule an advising appointment visit the [CRA Advising Appointments](#) webpage.
- **Create/Update your Resume and or CV** - A resume is used to showcase your professional and educational experiences that are aligned to your career goals. Many faculty will ask you to send a Resume or CV in advance of a meeting. The CSUSB [Career Center](#) has great resources and tips to support

HOW TO REACH OUT TO A PROFESSOR

- If you're interested in working with one of your current professors, simply ask them after class about opportunities to be involved in their lab.
- If they are unavailable before or after a class, visit them during scheduled office hours.
- Send them an email, if there's no response to your email within two weeks, send a follow up email. If there's still no response, don't get disheartened. Faculty are very busy with teaching and research and sometimes don't have the time to get back to every student who inquires about working with them, keep trying with other faculty.
- When you arrange an appointment with a professor, approach it as if you're preparing for a job interview.
- Ask Lots of Questions - Don't hesitate to ask thoughtful questions that showcase your understanding of the subject matter and your genuine interest in the opportunity.

There's no one pathway to find a Faculty Mentor, the OSR is here to help!

Sample Email to Send to a Prospective Faculty Mentor Template

Email Subject Line: [Undergraduate/Graduate - select one] Research Opportunities

Dear [Professor/Dr. LastNameOfTheMentor],

I hope this email finds you well. My name is [Your Name], and I am a [Year] student at California State University San Bernardino. I am writing to express my keen interest in [mention your general career interests or specific discipline interests] and my desire to explore research opportunities in this field. In this regard, I am particularly interested in [title of research project or creative activity/description of research] research opportunities.

I have recently been captivated by your work and your contributions to [mention any relevant contributions or specific projects that piqued your interest], which align closely with my academic and career aspirations. I am eager to gain insights and experiences that can help me further develop in this area.

To discuss potential mentorship opportunities and explore how I might contribute to your ongoing research, I would be grateful for the chance to meet with you. I kindly request a half-hour conversation at your earliest convenience. Your guidance and mentorship would be invaluable as I pursue my academic and professional goals.

Thank you for considering my request, and I look forward to the possibility of working alongside you to expand my knowledge and research capabilities. Please let me know your availability, and I will make every effort to accommodate your schedule.

Sincerely,

[Your Full Name]

[Your University Email Address]