Please complete and submit these tasks on or before the due dates listed. The completed paper (including a signature page from the mentor) must be sent to: msubound@lyon.edu by Tuesday, December 10, 2019.

### MEETING #1: DEVELOP AN OUTLINE (OCTOBER)

**Tasks:**

- Confirm the student understands their topic.
- Confirm the student knows where and how to find resources. Other resources should be used to explain a topic that the student may not understand.
- Confirm that the student understands a thesis statement and general structure of the research paper.
- Fill in the “UBMS Research Paper Outline Form” with your student which can be printed online at our Research Paper Help Center at www.lyon.edu/UBMS.

**Due:** Have the student email their completed outline to msubound@lyon.edu by Tuesday, Oct 1st

**Homework for next meeting:**

- Develop a rough draft

### MEETING #2: REVIEW ROUGH DRAFT, ADDRESS ISSUES (November)

**Tasks:**

- Review progress on rough draft.
- Ensure the student has a plan to finish the paper and appears to be on track to do that.
- Discuss how to cite resources in a paper (e.g. parenthetical citation, paraphrasing, or direct quotes) and make sure the student understands what plagiarism is.
- Look at https://owl.english.purdue.edu with your student to see how APA citations should be done.
- If the student is struggling on any aspect of the paper, resolve issues or contact UBMS director.

**Homework for next meeting:**

- Continue working on paper
- Make sure all resources are cited in paper in APA format
- Create a works cited/references section in APA format

### MEETING #3: FINAL REVIEW & SUBMISSION (December)

**Tasks:**

- Final review of the paper to ensure it is ready for submission.
- Check that the cover page has the paper title, student’s name, date and mentor name.
- To the best of your knowledge, this paper is not plagiarized in any way and resources are properly cited to the best of your ability.
Copy and paste the “Mentor Signature Page” into their paper and submit it via email to msubound@lyon.edu. (available on our website www.lyon.edu/UBMS)

Please submit the final paper by December 10, 2019, to msubound@lyon.edu and make sure the paper contains the “Mentor Signature Page” to receive your $100 check. The email must come from the Mentor to receive the $100 stipend. You will be notified via email when the paper is received and your payment is processing.

Thank you for being a mentor to our students!