

HIP Mentor and Intern

Roles and Responsibilities

The successful development of the next-generation workforce must be an active and collaborative effort among the HIP Mentors/Supervisors, HIP Interns, and the HIP Program Manager. In order to meet appropriate short- and long-term program goals, individuals must know their roles and responsibilities and the part each participant plays. Each role is appropriately presented below:

Mentor/Supervisor

The mentors will facilitate both the personal and professional growth of the interns through knowledge sharing and the provision of insights learned from years of experience. The mentor is expected to be helpful, considerate, sensitive, approachable, open, fair, and genuinely intent on the development of the intern. Mentors should assist interns in both hard skills (technical) and soft skills (interpersonal skills).

Hard skills are vital, yet tangible skills that can be taught, identified, measured, and related to an organization's core business. Possa (2006) writes: "Universities across the globe are increasingly required to produce highly skilled graduates who are able to respond to the ever-changing and complex needs of the contemporary workplace".¹ Hard skills are not enough to develop a successful employee. Yunnus and Li's (2005) findings show that serious concerns have been expressed about an increasingly wide 'gap' between the soft skills and capabilities of graduates, and the requirements and demands of the work environment in an increasingly mobile and globalized society.² Soft skills relate to emotional intelligence and interpersonal skills that people use daily to communicate and interact with other people. People who have worked on developing strong interpersonal skills are usually more successful in both their professional and personal lives. Alshare et al. (2011) argue that soft skills, like communication, continue to top recruiters' lists of desired attributes for prospective employees; this is true even when the list includes the hard skills necessary to perform a specific job. Additionally, the lack of communication skills is

¹ Possa, G. (2006) "Europe's Universities Response to Europe's Challenges", Higher Education in Europe.

² Yunnus, K. and Li, S. (2005). "Matching Job Skills with Needs". Business Times.

in the list of top work place frustrations.³ Soft skills may refer to general skills such as communication, networking (see section on network marketing on page 8), time management, negotiation, teamwork, problem solving, or positive work attitudes.

Mentor responsibilities may include:

- Serving as a role model and teacher to assist with the development of the intern.
- Advising intern on the development of interpersonal skills.
- Sharing relevant experiences.
- Providing constructive feedback to the intern.
- Assisting intern in establishing and maintaining networking relationships.
- Ensuring the intern is familiar with the work place environment.
- Submitting all HIP deliverables by specified due dates – email to ngwd@hpc.mil unless otherwise noted:
 - HPC Modernization Program Technical Point of Contact List to include intern names and email addresses to be submitted via e-mail correspondence within one week of the intern start date.
 - HIP Mentor Program Evaluation – an evaluation invitation will be sent towards the end of the internship period. A PDF version of the evaluation can be found in the Forms Section.
 - Establish a HIP Intern Research Portfolio for your Project which includes the final Research Paper(s), Presentation(s) (slides) and Poster(s) for all HIP Project Interns.
 - Coordinate/schedule the 15-20 minute intern briefing to members of the host/mentor community and to NGWD management (in-person or VTC)
 - Submit the HIP Research Portfolio to NGWD@hpc.mil no later than 1 week after close of HIP Project.
 - Debriefing for departing HIP interns affiliated with the High Performance Computing Modernization Program and its Internship Host Institutions (DoD Laboratories) – sign the agreement and submit as a PDF. Due on the final day of the internship.

Intern

- Work with all due diligence as a participating partner of the research team led by your mentor.
- Develop a professional network with your mentor/supervisor and colleagues

³ Alshare, K. A., Lane, P. L., & Miller, D. (2011). Business Communication Skills in Information Systems (IS) Curricula: Perspectives of IS Educators and Students. *Journal of Education for Business*.

- Seek out and initiate communication with mentor/supervisor and colleagues.
- Ensure required documentation is submitted by required due date.
- Raise issues of concern regarding development to your mentor/supervisor.
- Document your intern experiences in your lab notebook to assist in final project completion.
- Prepare and submit final research report. (We recommend you keep a daily journal to assist in the preparation of your report.)
- Submit all deliverables by specified due dates – for HIP deliverables, email ngwd@hpc.mil unless otherwise noted:
 - HIP Intern Research Portfolio which includes a final Research Paper, Presentation (slides) and Poster – due no later than one week after the end of the internship.
 - 15-20 minute briefing for presentation to the members of the host/mentor community and to NGWD management (date, time and place coordinated by mentor)
 - HIP Intern Experience Evaluation – an evaluation invitation will be sent towards the end of the internship period. A PDF version of the evaluation can be found in the Forms Section. Due last day of internship.