ADVENTOR

Advanced Engineering and Training in Next-Generation Mobile Robotics for Human Spaces

ADVENTOR Mobility Program

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Goal

To provide ADVENTOR trainees with the opportunity to apply their practical and technical knowledge in a professional setting, experiencing new environments and learning from fresh perspectives.

There are many excellent technical training and cross-cultural opportunities for ADVENTOR trainees to work closely with professionals in industrial companies across Canada and from our academic collaborators in Canada, Brazil, Sweden, China, Japan, Italy, South Korea and Switzerland.

Requirements

- Research exchanges and internships must be **a minimum of 12 weeks**.
  - There may be exceptions for international research exchanges if external funding is utilized (e.g. Mitacs-JSPS), but please communicate this with the ADVENTOR Coordinator (adventor@queenus.ca).
- Valid mobility experiences must be completed off campus.
  - Trainees may complete their research exchanges at their home university, so long as they are working on a separate physical campus (e.g., UBC Vancouver and UBC Okanagan).
- Mobility experiences may be completed sequentially or split up.
- For more information: [Collaborative Research and Training Experience (CREATE) program - frequently asked questions | Natural Sciences and Engineering Research Council of Canada](#)

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Program Workflow

1. The Research Coordinator will reach out to the trainee and supervisors to initiate the mobility experience process based on graduation date.
2. Trainees discuss with their supervisors which type of mobility experience (internship or research exchange) would be most appropriate and beneficial for all.
3. If the trainee and supervisors have a specific plan already in mind, please send a brief email to the Research Coordinator with the plan (tentative dates, location, name of host supervisor(s), external funding program if any).
   a. If trainees would like ADVENTOR's assistance in placement, trainees and supervisors will come up with a list of their top 3 choices for the agreed-upon mobility experience. The list of collaborators is a good starting place.
      i. Trainees will send their choice(s) and their updated CV to the Research Coordinator: adventor@queensu.ca and 'CC their supervisors.
      ii. The Research Coordinator will initiate the initial contact with the preferred mobility host.
4. Once an agreement has been reached with the host supervisor(s), the trainee and supervisors will complete the Mobility Experience Agreement.
   <div align="center">ADVENTOR Mobility Experience Agreement</div>
   a. Within the agreement, trainees will identify their mobility learning objectives (i.e., what they want to get out of the experience).
   <div align="center">How to Set Mobility Goals</div>
5. Trainees provide the Research Coordinator with a signed copy of the ADVENTOR Mobility Experience Agreement
   a. **Minimum 2 weeks before anticipated start date.**
   b. **Internships:** Trainees may be asked to complete an additional Independent Contractor Agreement through their host organization.
6. The Research Coordinator will follow-up with the trainee, host and supervisors for feedback for the purpose of program evaluation.
   <div align="center">Mobility & Mentorship Experience Feedback – Fill out form</div>

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International Students

If you have questions regarding your mobility experience, please contact your institution's International Office. Unfortunately, the ADVENTOR team is not allowed to give advice regarding international procedures.

a. Queen's: Queen's University International Centre | Queen's University
b. Ottawa: International students | Study
c. Toronto: Home - Centre for International Experience
d. McGill: International Student Services - McGill University
e. Waterloo: Home | International Experience | University of Waterloo

Funding

Awarded ADVENTOR trainees will receive their stipends as usual during their mobility experience. Additional funding questions should be discussed amongst the trainees, their supervisors, and the ADVENTOR Research Coordinator.

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Internship and Research Exchange Agreement

This agreement outlines the responsibilities of trainee and supervisors during a mobility experience (internship or research exchange). It should be jointly completed, and a signed copy of this form must be returned to the ADVENTOR Coordinator: adventor@queensu.ca **a minimum of 2 weeks before the anticipated start date**.

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Administrative Information

Use official university email.

Trainee Name:	
Contact Information:	
Trainee Emergency Contact Information:	
Supervisor Name:	
Contact Information:	
Co-Supervisor(s) Name:	
Contact Information:	

ADVENTOR Participation:	**Start Date (mm/yyyy)**	**End Date (mm/yyyy)**

International Student?	Yes	No
Award:	Funded	Non-Funded
Type of Experience:	Internship	Research Exchange

	Start Date (mm/dd/yyyy)	**End Date (mm/dd/yyyy)**
Mobility Experience Dates:		

Name of Host Organization:	
Location of Host Organization:	
Name of Host Supervisor:	
Host Supervisor Contact Information:	

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Planning

Complete this section with your supervisors to help with the planning process of the mobility experience.

Dates

Your mobility experience must be completed before the end of your ADVENTOR program tenure. Note that mobility experiences must be a minimum of 12 weeks. Take these aspects, along with your graduate program requirements when planning your mobility experience.

Proposed Start Date	Proposed End Date	Supervisor Agreement or Revision

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Choices

Research the list of ADVENTOR collaborators (academic and industry), along with outside sources of interest.

Our People | Ingenuity Labs Research Institute

Top Choices:

Name	Organization	Location	Contacted	Agreed
e.g., Amy Wu	*Queen's University*	*Kingston, Ontario*	*Yes*	*No*

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Learning Objectives

Please list at least 3 learning objectives or outcomes that you hope to achieve from this mobility experience.
Use this resource to develop your goals: Setting Mobility Goals.pdf

1.	
2.	
3.	
4.	
5.	

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Mobility Experience Details

For supervisor(s): Please indicate the appropriate details that trainees should be aware of regarding their program requirements and participation in the ADVENTOR program while completing their mobility experience.
More than one check box may be selected if applicable.

Extended end dates for mobility experience:
        Not allowed- no exceptions
        Must submit request to supervisor prior to committing with host
        Must communicate with supervisor regarding extension
        Other:

Expected communication:
        Weekly meetings/ shared updates
        Monthly meetings
        Never (i.e., only at the start and end of the mobility experience)
        Other:

Funding during mobility experience:
        NSERC CREATE ADVENTOR Stipend
        Host organization
        Other:

If funding (of any kind) changes during mobility experience:
        NSERC CREATE ADVENTOR funding stops
        NSERC CREATE ADVENTOR funding continues
        NSERC CREATE ADVENTOR funding changes by _____ amount
        Other:

Prior research, supervisor and/ or ADVENTOR Program requirements and responsibilities to be fulfilled **during** the mobility experience:
        Paper
        Conference
        Coursework
        Symposium
        Competition
        Other:

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Important Dates

Date	Event	Location
e.g., January 25, 2026	*Research proposal*	*Submit via email to supervisor*

Additional Expectations

If applicable.

1.	
2.	
3.	

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Trainee-Supervisor Agreement

Trainee Agrees to:
- Fulfill all responsibilities in accordance with agreed-upon standards
- Consistently communicate with the supervisors and host.
- Report any changes, difficulties or concerns in a timely manner to supervisors.
- If the trainee cannot fulfill their commitment as outlined above, for any reason, the trainee will contact their supervisor and their host supervisor.

Supervisors Agrees to:
- Communicate the expectations outlined in this agreement and provide a copy of this signed agreement to the trainee.
- Supervise the trainee throughout the duration of the mobility experience or find a suitable replacement, if necessary, while notifying the trainee of said changes.
- Communicate any changes to the research requirements, responsibilities, and dates to the trainee at the earliest convenience.
- When applicable, provide adequate and appropriate work accommodations when requested, communicated and within the bounds of this agreement.

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Setting Mobility Goals

Goal setting is an important step to ensure you get what you want from any experience. The purpose of this guide is to help you reflect on your needs and wants in relation to your mobility experience.

The goal of the ADVENTOR mobility program is to provide ADVENTOR trainees with the opportunity to apply their practical and technical knowledge in a professional setting, experience new environments and learn from fresh perspectives.

You want to be confident with your goals, as they may be shared with potential mobility hosts to give them a better sense of how they can help you best.

There are two types of mobility experiences offered: internships and research exchanges.

It is best to start the goal setting process early on, as it may help you and your supervisors determine where to go and who you want to work with.

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Desired Outcomes

What do you want? What *will* you get out of this experience?

For Example:

1. Learn about workplace dynamics.
   - "I will learn/ improve/ adapt _____"
2. Gain hands-on industry experience.
   - "I will try/ support/ facilitate _____"
3. Broaden your professional network and develop relationships.
   - "I will connect with _____"
4. Explore career paths.
   - "I will identify/ develop/ decide _____"
5. Expand collaborative experiences.
   - "I will work _____"
6. Encourage innovation.
   - "I will solve/ figure out/ fix _____"
7. Improve communication skills.
   - "I will practice _____"
8. Utilize diverse competencies.
   - "I will use _____"

Tangible Outcomes

To set reasonable and actionable goals, these desired outcomes need to be *specific*.

What experiences, resources, or knowledge do you want to gain from this program?

For Example:

1. "I will learn **to work effectively as an entry-level team member**"
2. "I will support **customer demand for digital satellite technologies**"
3. "I will connect with **the head of talent acquisition at Kinova**"
4. "I will identify **2 areas of interest within the mobile robotics field**"
5. "I will work **with someone from each department**"
6. "I will figure out **the best way to communicate within a large team**"
7. "I will practice **following up on emails**"
8. "I will use **my active listening skills**"

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Actions

How will you achieve that outcome? What do you need to do?

For Example:

1. Understand your role. Take time to ask questions and do independent research so you are aware of the expectations.
   - "I will learn to work effectively as an entry-level team member **by** *understanding my role expectations*"
2. Be aware of your knowledge and what you need to learn before starting a task.
   - "I will support customer demand for digital satellite technologies **by** *compiling the resources available to me*"
3. Use tools like the people directory to introduce yourself and network.
   - "I will connect with the head of talent acquisition at Kinova **by** *introducing myself*"
4. Each organization has a different culture. However, many organizations within the same field have similar roles and responsibilities.
   - "I will identify 2 areas of interest within the mobile robotics field **by** *asking my co-workers about their jobs*"
5. Many organizations have multiple departments that may or may not collaborate. Sometimes, you need to take the initiative.
   - "I will work with someone from each department **by** *offering my assistance*"
6. Learning can come from observation, especially when coupled with experience.
   - "I will figure out the best way to communicate within a large team **by** *noting the preferred communication channels*"
7. Professional roles often come with responsibilities that are not explicitly taught in school. Administrative skills are necessary and key to completing all forms of work.
   - "I will practice following up on emails **by** *creating an automated task flow*"
8. Many interviews are now behavioural and competency based. Think about how you can actively and intentionally display a skill in a situation.
   - "I will use my active listening skills **by** *freeing my space from distractions*"

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Timelines

Timelines allow you to gauge your progress towards your goals. When do you expect to see the results? When will the task be completed?

For Example:

1. Give yourself a date that seems most appropriate.
   - "I will learn to work effectively as an entry-level team member by understanding my role expectations **within the first month**"
2. Tasks can be recurring, especially in a fast-paced environment where you need to check the status of something consistently.
   - "I will support customer demand for digital satellite technologies by compiling the resources available to me **each day**"
3. A goal can be set for any day, including the first. This can potentially create subsequent related goals.
   - "I will connect with the head of talent acquisition at Kinova by introducing myself **on my first day**"
4. Timelines can be flexible, especially if you are anticipating changes.
   - "I will identify 2 areas of interest within the mobile robotics field by asking my co-workers about their jobs **during breaks**"
5. You may be in a role that is more self-directed, or project focused. This may give you the freedom to reach out and collaborate with others as you please.
   - "I will work with someone from each department by offering my assistance **when I have time**"
6. Sometimes situations can be related to a time (i.e., when you notice that it applies).
   - "I will figure out the best way to communicate within a large team by noting the preferred communication channels **in common situations**"
7. When creating autonomous tasks, there must be a trigger. Ensure that the trigger that you are using makes sense in that context.
   - "I will practice following up on emails by creating an automated task flow **when emails are flagged**"
8. Timelines may be situational or caused by a certain event.
   - "I will use my active listening skills by freeing my space from distractions **during team meetings**"

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Value

Why do you want to achieve this goal?
This question is reminiscent of your initial desired outcomes. However, think more specifically about how these actions will benefit you personally.

For Example:

1. To present yourself in a positive light.
   - o "I will learn to work effectively as an entry-level team member by understanding my role expectations within the first month **to make a good impression**"
2. To excel in a particular area of your job.
   - o "I will support customer demand for digital satellite technologies by compiling the resources available to me each day **to answer any questions customers have**"
3. To make valuable connections or gain information for now and in the future.
   - o "I will connect with the head of talent acquisition at Kinova by introducing myself on my first day **to stay informed regarding career opportunities**"
4. To gain perspective.
   - o "I will identify 2 areas of interest within the mobile robotics field by asking my co-workers about their jobs during breaks **to focus on a career path**"
5. To be better connected.
   - o "I will work with someone from each department by offering my assistance when I have time, **to diversify my professional experiences**"
6. To be better informed.
   - o "I will figure out the best way to communicate within a large team by noting the preferred communication channels in common situations **to inform future team collaborations**"
7. To ensure tasks stay on track.
   - o "I will practice following up on emails by creating an automated task flow when emails are flagged **to minimize delays**"
8. To make yourself stand out.
   - o "I will use my active listening skills by freeing my space from distractions during team meetings **to set a good example**"

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Evaluation

How do you know if you are successful? In what capacity were your goals achieved?

For Example:
1. By doing well on an evaluation.
    - "I will learn to work effectively as an entry-level team member by understanding my role expectations within the first month to make a good impression **by exceeding expectations on my performance review**"
2. By creating a product.
    - "I will support customer demand for digital satellite technologies by compiling the resources available to me each day to answer any questions customers have **by creating a database**"
3. Through a measurable link.
    - "I will connect with the head of talent acquisition at Kinova by introducing myself on my first day to stay informed regarding career opportunities **via their personal LinkedIn account**"
4. By identifying your feelings to gauge how you feel about your success.
    - "I will identify 2 areas of interest within the mobile robotics field by asking my co-workers about their jobs during breaks to focus on a career path **that excites me**"
5. By reaching a set target, even if it is vague.
    - "I will work with someone from each department by offering my assistance when I have time, to diversify my professional experiences **as a collaborator on multiple projects**"
6. By applying what you have learned.
    - "I will figure out the best way to communicate within a large team by noting the preferred communication channels in common situations to inform future team collaborations **by using accounts on each platform**"
7. By staying within set bounds.
    - "I will practice following up on emails by creating an automated task flow when emails are flagged to minimize delays **within 2 days**"
8. By others' reactions.
    - "I will use my active listening skills by freeing my space from distractions during team meetings to set a good example, **so others listen attentively to my final presentation**"

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Putting it all Together

Desired Outcomes + Tangible Outcomes + Action + Timeline + Value + Evaluation

For Example:

1. I will learn to work effectively as an entry-level team member by understanding my role expectations within the first month to make a good impression by exceeding expectations on my performance review.
2. I will support customer demand for digital satellite technologies by compiling the resources available to me each day to answer any questions customers have by creating a database.
3. I will connect with the head of talent acquisition at Kinova by introducing myself on my first day to stay informed regarding career opportunities via their personal LinkedIn account.
4. I will identify 2 areas of interest within the mobile robotics field by asking my co-workers about their jobs during breaks to focus on a career path that excites me.
5. I will work with someone from each department by offering my assistance when I have time to diversify my professional experiences as a collaborator on multiple projects.
6. I will figure out the best way to communicate within a large team by noting the preferred communication channels in common situations to inform future team collaborations by using accounts on each platform.
7. I will practice following up on emails by creating an automated task flow when emails are flagged to minimize delays within 2 days.
8. I will use my active listening skills by freeing my space from distractions during team meetings to set a good example, so others listen attentively to my final presentation.

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Finalizing

Before submitting your final goals, ensure that you have read through each of them. They should communicate the intended message, without being overly repetitive.

For Example:

1. I will understand my role expectations within the first month and contribute effectively as an entry-level team member, aiming to exceed performance expectations and make a positive impression.
2. I will support customer demand for digital satellite technologies by familiarizing myself with available resources and creating a comprehensive and customizable database to promptly and accurately address customer inquiries.
3. I will introduce myself to the head of talent acquisition at Kinova on my first day and maintain ongoing communication through LinkedIn to stay informed about career opportunities.
4. I will explore at least two areas of interest within the mobile robotics field by engaging with colleagues about their roles when we have time, enabling me to identify a career path that aligns with what I want to do.
5. I will collaborate with at least one team member from each department by proactively offering my assistance when available, to broaden my professional experiences across multiple projects.
6. I will identify the most effective communication channels within a large team by observing preferences in different situations and creating accounts on each platform to enhance future team collaborations.
7. I will improve my email follow-up skills by creating an automated task flow for flagged emails to ensure timely responses within two business days.
8. I will demonstrate active listening by minimizing distractions during team meetings, setting a positive example to encourage others to attentively engage during my presentation.

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Canadä

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Les gens. La découverte. L'innovation.

CREATE PROGRAM

PRIVACY NOTICE

This is to inform you that NSERC requires CREATE grantees (i.e., the CREATE Leader) to collect certain personal information from trainees, team members (co-applicants and collaborators) and other individuals participating in the CREATE program. The purpose of gathering this information is to generate statistics that enables NSERC to report on the CREATE program's overall performance. Only information that is needed will be requested. The personal information that is collected, used and disclosed is in accordance with the federal Privacy Act will be shared with the CREATE program committee. The personal information may also be shared with contractors hired to conduct data analysis, surveys or interviews on NSERC's behalf.

The Privacy Act gives individuals the right to access their personal information and request changes to incorrect information. For more information or to access your personal information or notify us about incorrect information, contact NSERC at CREATE@nserc-crsng.gc.ca .