

ADVENTOR

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

Trainee Checklist

This document outlines the requirements and expectations of the ADVENTOR Program. It should be used as a guide through the ADVENTOR program. Please direct all questions to

adventor@queensu.ca.

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Administrative Information

Use official university email addresses when giving contact information.

Trainee Name:	<input type="text"/>	
Email:	<input type="text"/>	
Supervisor Name:	<input type="text"/>	
Co-Supervisor Name(s):	<input type="text"/>	
ADVENTOR Participation:	Start Date (mm/yyyy)	End Date (mm/yyyy)
	<input type="text"/>	<input type="text"/>
Program:	<input type="text" value="NSE"/>	<input type="text" value="non-NSE"/>
Program Name: (i.e., Mechanical Engineering)	<input type="text"/>	
Level of Study:	<input type="text" value="MSc"/>	<input type="text" value="PhD"/>
Funding:	<input type="text" value="Awarded"/>	<input type="text" value="non-Funded"/>
International Student:	<input type="text" value="Yes"/>	<input type="text" value="No"/>

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Participate in Mentorship Program

Mentor Name:

Start Date:

End Date:

Resources
ADVENTOR Mentorship Program.pdf
Template - Mentorship Agreement.pdf
Mentor Goals Resource.pdf

Professional Skills Workshops and Modules

- Trainees' time and responsibility.
- Minimum of 8 hours of training per year.
- **Resource:** [Professional Development Workshops.xlsx](#)

Ethics

Date	Title/ Description	Hours

Entrepreneurship

Date	Title/ Description	Hours

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Professional Development

Date	Title/ Description	Hours

Gender-Based Analysis+ (GBA+)

Date	Title/ Description	Hours

Indigeneity-Equity, Diversity, Inclusion, Accessibility and Anti-Racism (I-EDIAA)

Date	Title/ Description	Hours

Total Hours of Training: _____

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Site Visit

- Half to Full-Day

Location:

Date:

2-Day Design Competition

- ADVENTOR Week
- Year(s): _____

ADVENTOR Week Symposium

- Year(s): _____

Core Technical Skill Courses

- Modules & ADVENTOR Week Training
- **OnQ:** [Navigation - NSERC CREATE ADVENTOR](#)

Course	Date
Research Ethics and Approaches in Testing with Human Participants	
Hands-On Design Thinking	
Human-Robot Interaction	
IP/ Commercialization	
Ethics/ Law	
Planning, Machine Learning, and Control	
Navigation	

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Natural Science and Engineering (NSE) Trainees

MSc and PhD NSE Trainees

Mobility Experience

- Minimum 12 Weeks (3 Months)
Internship
Research Exchange

Host Name:

Host Organization:

Start Date:

End Date:

Resources
ADVENTOR Mobility Program.pdf
ADVENTOR Mobility Experience Agreement.pdf
Setting Mobility Goals.pdf
Funding Opportunities.xlsx

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Peer-Reviews

- List the citation(s) for any peer-reviewed publications

Citations

- Papers submitted for peer review

Citations

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Work Presented

- Citations for any work presented

Citations

External (non-ADVENTOR) Scholarship(s)

- Note: ADVENTOR funded trainees may not hold another national scholarship in conjunction (e.g., NSERC Canada graduate Research Scholarship).
- [Funding Opportunities.xlsx](#)

Scholarship Name	Date Awarded	Date Ended

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Frequently Asked Questions

Mentorship & Mobility

1. Do mentors have to be ADVENTOR collaborators?

No, mentors can be anyone that the trainee and supervisors agree would be a good fit. It is recommended that the mentor is available and willing to meet with the trainee once a month and can provide unique insight into the trainee's research and/or professional goals. It is often easier to connect an ADVENTOR trainee with an established collaborator. However, ADVENTOR is always looking to expand our collaborator network, and to work with trainees and supervisors to do so.

2. Do internships or exchange hosts need to be ADVENTOR collaborators?

No, like mentors, internship or research exchange hosts can be anyone whom the trainee and their supervisors deem appropriate. The host must be able to host the trainee for a minimum of 12 weeks (3 months), and work with supervisors to ensure a high level of communication. It is recommended that the internship or exchange host is someone unique to the trainee, to give them the opportunity to further expand their network.

3. If I want someone working in industry to be my mentor or internship host, do I choose a specific person or just an organization?

This depends on the organization that you are interested in working with. There are some organizations who have multiple options for mentors, and who will pair the interested trainee with a member of their team. Other organizations may only have one person available to act as a mentor or a host.

It is best that the trainees and their supervisors decide on the organization that interests them the most. The trainees can then send their CV and goals to the Research Coordinator. From there, the coordinator can make initial contact and determine the best course of action moving forwards.

4. Can I go on an exchange/internship that lasts longer than 3 months?

This depends on the agreement between the trainees, their supervisors, and the host of the mobility experience. If the trainee is interested in a mobility experience lasting longer than the minimum (12 weeks or 3 months), then this should be brought to the attention of the supervisors as soon as possible. Additionally, mobility experiences may be completed as a continuous 12-week experience or be split up so that the total time spent at the host organization totals a minimum of 12 weeks. Trainees, supervisors, and mobility hosts should discuss these options and determine the best course of action for everyone involved.

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5. What costs are covered for a mobility experience?

The costs that are covered for each mobility experience depend on the number of trainees going on internships/ exchanges around the same time. In general, the travel costs associated with the mobility experience will be covered by ADVENTOR, and the trainee stipends will remain the same. However, accommodation expenses will not be covered by ADVENTOR. It is recommended that trainees attempt to sublet their leases or stay within their area of residence.

Additional funding opportunities: [Funding Opportunities.xlsx](#)

6. Can I participate in both a research exchange and an internship?

Once again, this is a question for the supervisors and the hosts. This would be an unusual circumstance, to be discussed on an individual basis.

7. How do I contact a collaborator to be a mentor or for a mobility experience?

Trainees should discuss with their supervisors to come up with a list of ideal mentors and mobility hosts. If there are collaborators on the list, the Research Coordinator will initiate contact with said collaborator(s).

Inquiries regarding mentorship and mobility to non-collaborators should be handled at the discretion of the supervisor(s) or the trainee. All correspondence should keep the Research Coordinator in the loop, with all updates and changes to be communicated promptly.

8. When is the best time to start looking for a mobility opportunity?

It is always best to start the planning process early, and these opportunities depend on multiple people, and their availability. The research coordinator will reach out to trainees and their supervisors to start the discussion at least one year before the trainees' expected graduation date.

9. Can my mentor and mobility host be the same person?

Yes. However, it is encouraged that trainees have separate mentors and mobility hosts to broaden their scope of learning and make additional connections.

10. Do I have to go somewhere outside of my home institute for my mobility experience?

No. depending on the circumstances around the ability of the trainee and/or supervisors to accommodate the mobility experience outside of their home institution.

11. How do I know if someone is a good choice to be my mentor or mobility host?

This is best answered by the trainee and their supervisors. There are workshops that help with career planning, goal setting and skills analysis to aid in determining what options would be best.

12. I want to work in an industry, but I don't have any experience. What should I do?

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Ensure that you can explain why you want to work in industry, at the specific organizations that most appeal to you. If you have transferable skills that the organization is looking for, then it is up to you to articulate why you should be chosen for that opportunity.

13. Does my mobility experience need to be continuous (i.e., 3 months) or can I go once a week?

It is preferable for a mobility experience (internship or research exchange) to be continuous. However, the ADVENTOR program is focused on giving trainees these experiences while completing their academic and graduate program requirements without delay.

14. Can I complete an internship if I am an international student?

All questions relating to international students should be directed to the affiliated university's international center.

Queen's: [Queen's University International Centre | Queen's University](#)

Ottawa: [International students | Study](#)

Toronto: [Home - Centre for International Experience](#)

McGill: [International Student Services - McGill University](#)

Waterloo: [Home | International Experience | University of Waterloo](#)

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Funding

1. How are trainees funded?

The funding for trainees goes directly to their primary supervisor. Once a trainee has received notification that their application has been awarded, and they have accepted the award, the Research Coordinator will reach out to their primary supervisor. The supervisor has the option to request up to a certain dollar amount, capped at the maximum award the trainee has received. Once an amount has been agreed upon, the Research Coordinator will then transfer the funds to the primary supervisor. The allocation of the award to the trainee is then controlled by the primary supervisor who may distribute the stipend as they see fit. Specific funding questions should first be directed to the primary supervisor, then the Research Coordinator if necessary.

Training Modules

1. How do I access the core technical training modules?

The core technical training modules are available online through the Queen's e-learning site, OnQ. Queen's University students will have access to these training modules, using their Queen's NetIDs. Non-Queen's trainees will need to be registered with Queen's to obtain their NetID. Non-Queen's trainees will need to send their birthdates and mailing addresses to the Research Coordinator. They will then need to follow the instructions regarding activating their NetIDs and complete cybersecurity training. The trainees will send confirmation of the NetID to the research coordinator (adventor@queensu.ca), and a copy of their cybersecurity certificate to mmeadmin@queensu.ca. Once that is complete, they will be registered for the ADVENTOR OnQ training course.

The core technical training modules also have an in-person and hands-on component. These components will be completed during ADVENTOR Week summer school each year.

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ADVENTOR Week

1. Do I have to attend the ADVENTOR summer school more than once?

No. the summer school portion of ADVENTOR Week is only mandatory once throughout the trainees' duration in the ADVENTOR program. It is recommended that all trainees complete the ADVENTOR summer school during their first year of the program.

2. What if I cannot attend ADVENTOR Week or am sick?

Hopefully, there will be a chance for every ADVENTOR trainee to attend the entirety of ADVENTOR Week during their tenure in the ADVENTOR program. The Research Coordinator will work with everyone involved with ADVENTOR to solidify the ADVENTOR Week dates months in advance. If you are unable to attend any part of ADVENTOR Week, notify the research Coordinator immediately at adventor@queensu.ca. If you are sick or there is an emergency, the Research Coordinator will work with you on an individual basis to determine the best course of action.

3. Do I have to attend ADVENTOR week more than once? Can I?

Participation in ADVENTOR Week is encouraged for each year of the program. While the summer school portion of ADVENTOR Week only needs to be completed once, the rest of the week (symposium, design competition, etc.) should have all trainees in attendance whenever possible.

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Seminars & Guest Lecturers

1. How can I remember the seminars and guest lecturers I attended?

Keep track of the title, presenter, dates and times of each event attended while in the ADVENTOR program. Using this checklist.

2. What is the difference between a seminar and a guest lecturer?

The ADVENTOR program will notify and occasionally host events for ADVENTOR Trainees to attend a guest speaker, and/ or share their research. These events will be clearly stated as ADVENTOR Seminars, or as part of the ADVENTOR Seminar Series.

Guest lecturers give talks, symposiums, seminars, etc., that the trainee attends outside of the ADVENTOR program. It is the responsibility of the ADVENTOR trainee to seek out guest lecturer opportunities and attend these events whenever possible.

3. Am I allowed to present my research at an ADVENTOR seminar?

Yes! All ADVENTOR trainees are encouraged to discuss this opportunity with their supervisors, then reach out to the Research Coordinator who can start to plan the event.

4. Am I able to share my suggestions for seminars, workshops, and other aspects of the ADVENTOR program?

Of course, feedback and inspiration are always welcome.

Please use this link: [ADVENTOR Interest Inquiry \(Trainees\) – Fill out form](#)

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Professional Development

1. What are professional development workshops?

Professional development workshops are career-boosting workshops, talks and/or modules that ADVENTOR trainees are responsible for attending. It is up to the ADVENTOR trainees to participate in at least one of these workshops, or one that they found on their own. To be successful, trainees must complete 8h of professional development workshops each year (~2 years for MSc, ~4 years for PhD).

A list of professional development workshops, guest speaker opportunities, and online modules is available here: [Professional Development Workshops.xlsx](#)

Resources

[ADVENTOR Mentorship Program](#)

[ADVENTOR Mentor Agreement](#)

[How to Set Mentoring Goals](#)

[ADVENTOR Mobility Program](#)

[ADVENTOR Mobility Agreement](#)

[How to Set Mobility Goals](#)

[Professional Development Workshops.xlsx](#)

[Funding Opportunities.xlsx](#)

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Natural Sciences and Engineering
Research Council of Canada

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