

**2016 Summer Research Internship Scholar Handbook**

# PROGRAM DESCRIPTION

The UNI McNair Scholars Program provides enriching scholastic experiences that prepare eligible scholars for doctoral education. To accomplish this, the program gives participating scholars the unique opportunity to develop the highest level of academic and research skills needed for admission to and completion of Ph.D. programs. Although McNair Scholars are eligible for services only until they complete their baccalaureate degrees, the McNair staff continues to support scholars by providing moral support, advice, and guidance to all McNair Alumni throughout their graduate years and into their professional endeavors.

Research is “the diligent and systematic inquiry into a subject in order to discover or revise facts, theories, etc.” (Webster’s Collegiate Dictionary, 1995). Research is also “the thorough investigation, the scholarly or scientific inquiry or study, or the careful and detailed exploration of a subject or theory” (American Heritage Dictionary, 1985). Research is becoming more important and increasingly integrated into undergraduate education curricula, so the UNI McNair Scholars Program provides enriching and successful research experiences to its participants. McNair Scholars are encouraged to conduct research at least 10 hours a week during the fall and spring semesters and 30-40 hours a week for 9 weeks during the Summer Research Internship.

## McNair Summer Research Internship

A major component of the McNair program is the Summer Research Internship, which takes place during the summer (June through early August) between the junior and senior year. Scholars, who may receive a stipend of as much as $2,800, are encouraged to participate in this aspect of the program, as it is crucial to developing their knowledge and research skills in preparation for graduate study. McNair research interns are encouraged to pursue, with the help of their mentors, the possibility of publishing their research papers in an academic (peer- reviewed) journal.

The foundation for a successful summer of mentored research must be laid during the spring semester prior to the summer internship. As this is often a student's first semester in the program, McNair staff work closely with new Scholars to help them identify faculty research mentors and appropriate research topics (although the actual research thesis and project design are jointly formulated by Scholars and mentors). Program staff meet with potential mentors and Scholars to ascertain a good fit in the projected mentoring relationship.

In the spring, research interns meet several times with program staff to help them start the research process and to review the requirements of the summer internship. The McNair program provides research interns with general research guidance and with summer internship policies and procedures to help them prepare for the experience.

The McNair program holds a mentor orientation event in April to ensure that faculty mentors understand the nature of the summer research internship. Finally, McNair staff make every effort to inform Scholars (and their mentors) planning to conduct research on human or animal subjects of the need to meet the requirements of the UNI Institutional Review Board (IRB), which may have to approve research plans before interns may begin their work.

# LOGISTICS, POLICIES AND PROCEDURES

## Dates

The 2016 University of Northern Iowa McNair Summer Research Internship officially begins on

June 6, 2016, and continues through August 5, 2016, although some scholars may begin earlier by special arrangement.

## Mentor Selection

The initial and most important step of the research experience is selecting a faculty mentor. McNair staff and the following guidelines will assist scholars with this process. Scholars must discuss the progress of selection with either the director or the program advisor, and seek the Director’s approval before making a final decision about a faculty mentor. The faculty mentor should be carefully selected so that his/her own research interests and expertise coincide with the student’s interests and career goals. A list of former SRI mentors appears on the UNI McNair website. These individuals can be valuable resources in your search for a mentor.

Occasionally, multiple mentors are accepted. Similarly, if circumstances provide, more than one scholar can work with the same mentor, and/or on the same research project. A thorough investigation of one’s options is critical to ensuring a mutually beneficial and satisfying relationship. Students will want to consider working with someone who is willing and able to dedicate adequate time to guide the project, and someone whose personality is compatible. It is advantageous for scholars if the mentor is willing to offer recommendations and insights related to being successful in graduate school.

The Scholar should contact a prospective Mentor by telephone or email and set up a mutually convenient time for a conversation. Note to Scholars: Remember that proper behavior and attire are important for a first impression.

During the interview:

* Review the required forms together to become familiar with the components of the Summer Research project.
* Discuss expectations such as duties, hours, behaviors, and goals.
* Determine whether or not schedules are compatible and goals are realistic.
* Determine whether or not both parties will be able to “get along.”
* Ask questions that will make the expectations clear such as “Do I punch a time clock”, “What is the best way to contact you?” “Is there a dress code?” “Can you help me write and present a PowerPoint presentation?” The Scholar should not make assumptions regarding expectations. Discussion and clear directions will help avoid confusion and misunderstanding.
* Scholars should be prepared to discuss and/or present portfolio information such as current GPA and previous research experiences, including research, presentations, etc.
* Mentors should identify specific skills required and mandatory assignments that the Scholar must complete.
* If the Scholar and the Mentor are satisfied that a working relationship can be established, then complete the Mentor/Scholar Agreement and return it to the McNair Scholars Program Office.
* Remember that McNair Scholars Program Office reserves the right to terminate any Summer Research Internship at any time for non-compliance with Program policies or for reasons determined by the McNair Program Director.

### The Ideal Faculty Mentor

A student should look for the following characteristics when searching for a faculty mentor. It is the responsibility of the student to explain what is needed of a potential mentor during the Summer Research Internship.

The faculty mentor must be tenured and be in an academic department. Retired professors and those on sabbatical may serve as mentors. With strong effort, both of you will begin a rewarding lifetime relationship. In our opinion, the ideal mentor will exhibit the following traits.

* Is supportive of the student’s pursuit of graduate/professional education.
* Inspires the student researcher to reach new academic heights and goals.
* Provides guidance, direction, and support with the student’s required research abstract development, research paper, poster, and oral defense.
* Provides opportunities for the student researcher to develop valuable research skills. If a

mentor has a research team, he/she treats the student as a full-time member of the team, complete with responsibilities and privileges.

* Keeps the student “on-track”. The student is responsible for committing at least 30 hours per week on the research project. The student should be held accountable for his/her time and quality of effort.
* Makes arrangements to have a responsible colleague act as a proxy mentor to the student

researcher if he or she is unavailable for more than one week.

* Provides an open learning environment in which the student feels comfortable in approaching and asking the mentor questions.
* Encourages the student researcher to begin preliminary research PRIOR to the paid research period and continues to work with the student after the organized period, if possible.
* Answers questions, provides suggestions, guidance and support for the program. Has a healthy belief in this undergraduate research opportunity program.
* Shares information on graduate programs in the research field and encourages the student

to pursue graduate studies.

## Proposals

A proposal is basically a concept paper for your research. If you are new to research, you might have a pre-proposal which is focused on the initial research steps and tends to be less defined and less focused than a full proposal. You will prepare a pre-proposal during the spring semester preceding the SRI. You and your mentor will develop a full proposal for the summer.

Your proposal needs to set out a well-developed idea of what you think your project will involve. You should invest enough time in this to present a very clear description of your project.

In the spring, as part of the SRI application process, you will present your research proposal to staff and other scholars. Your mentor should guide you in preparing the presentation. The Program Director may use the written proposal and the oral presentation of the proposal in making a final determination of whether your project will receive summer funding.

The faculty mentor must sign and date the research proposal, indicating agreement with the scholar’s research plan. Scholars must complete this process prior to beginning the research project, and/or when he/she changes the focus of research, or when he/she changes or adds mentors. Scholar and mentor are expected to meet before the research experience begins. The purpose of this initial meeting is to set long and short-term research goals, determine the research action plan, and set the time-line for research and/or proposal completion. The scholar is responsible for submitting a research proposal to the McNair Program Office and notifying the McNair staff of the proposed faculty mentor.

The research proposal should include, but is not limited to, the following components:

* research question,
* preliminary background/literature review,
* methodology,
* expected findings,
* expected implications/outcome of project,
* the Stipend Distribution Agreement

### The Stipend Distribution Agreement

Each McNair Scholar conducting research during the 2016 summer will prepare, along with the mentor, and approved by the McNair Director, a research plan and submit it to the McNair Scholars Program Office during or before the start of the SRI [Monday, June 6, 2016]. The faculty mentor must sign the research plan, acknowledging that they have read and approved the plan.

The mentor and student should talk several times to discuss the developing research plan, beginning with the outline of the research and a statement of the research problem. The objective of the plan is to provide a clear and logical presentation of the 9 week summer research project.

The plan for the scheduling of tasks and the disbursement of stipends is formalized in the Stipend (or Milestone Payment) Distribution Agreement. You must complete a series of research tasks by a prescribed date to receive a stipend disbursement. The tasks themselves may vary from student to student as their projects dictate. The final list of tasks, dates and payments will be set by negotiation among the scholar, the mentor, and the McNair Director.

Research may not be started (i.e., no money will be disbursed) until the research plan has been approved, signed by the faculty research mentor, and the McNair Scholars Program Director. If appropriate, the UNI Institutional Review Board (IRB) must also approve the research before the scholar begins any data collection.

## Time and Effort (Research) Logs

You will keep track of your research hours throughout the SRI on weekly log forms which you will submit to McNair staff. You are also asked to record time spent attending our weekly seminars, doing GRE preparation, consulting with the Writing Lab, or other research-related activities. The weekly Time and Effort Log form is on the UNI’s McNair Scholars website (under SRI link). This signed form is due in the McNair office by 4:00 p.m. each Friday.

## Summer Site Visits

During the summer program, a member of the staff will schedule 30-minute on-site visit(s) with you and your mentor at your research site. These visit(s) serve to increase communication among staff, mentors, and scholars, to clarify everyone’s expectations and responsibilities, and to assess scholars’ needs.

## Poster Presentations

The poster presentation is the culmination of the intensive summer program. After the Summer Research Internship finishes, scholars will prepare a research poster under the guidance of their mentor and program staff. In early November (typically), summer interns will travel to a National McNair Conference to exhibit their research to the McNair community. As an additional benefit, most McNair Conferences have a Graduate School Fair, where recruiters and other representatives of graduate schools are available to answer whatever questions you may have, and to provide information about their programs and unique opportunities their institutions have to offer.

## Publications/Research Paper

All scholars should take their research very seriously and participate in scholarly activities such as paper submissions and conferences outside of the McNair program. The McNair program may provide an opportunity for you to make an oral presentation of your research at either a professional conference, a McNair conference, or a local symposium. You should make plans with your mentor to co-author professional articles.

Throughout the research experience, you should keep in mind that you are encouraged to submit at least one publication-quality research paper before you graduate. We strongly recommend that mentors and scholars discuss this at the beginning of their research experience. A published, peer-reviewed article is not required, but should be your goal.

## Research Activities and Scholar Meetings

You and your mentor will be planning your research during the Spring semester, and you begin

your research at any time, but no formal Program support (stipends, lodging, meals, etc.) we be available until Monday, June 6th.

Weekly scholar meetings will be held throughout the summer session. These meetings are mandatory and attendance will be taken. Failure to attend these meetings may affect your stipend payment. These meetings will be on Mondays from 3:00 pm – 4:30 pm in a place to be announced.

## Tentative Summer 2016 Weekly Scholar Meetings

Topics include, but are not limited to, the following:

Fundamentals of Research and Research Interests Critical Thinking

IRB—Institutional Review Board

Imposter Phenomenon & Other Barriers to Academic Success Grant Proposals—Seeking and Writing

Research Presentation Methods: Poster Technical Writing

Annotated Bibliographies & Making the Most of Libraries

Personal Statements

Graduate School & Transition to the Academy in Non-traditional Populations Academic Hierarchy—From Lecturer to Chancellor

Graduate Program and Advisor Selection

The Graduate School Experience: Students’ Perspectives Plagiarism and Research Ethics

The staff welcomes recommendations for proposed topics from mentors and scholars.

## McNair Office Hours and Holidays

The McNair office will observe summer hours which are 7:30 am – 4:30 pm. UNI is closed

Monday, July 4 (Independence Day).

## Stipends

You may receive as much as $2,800 for the research internship. Disbursements will be paid by

check mailed to the address of your choice, or deposited into a checking account via direct deposit. Either way, you must complete a Supplier Information Form (available at the McNair Office) in order for any payments to be made. Plan on completing this form in April or May. No other methods of disbursement will be used. **No exceptions are allowed.** Be aware that your stipend will affect any summer financial aid you receive if you take a summer session class.

If you do not complete and turn in the assigned work by the agreed upon due date listed on your Stipend Disbursement Agreement, accompanied by a signed Milestone Time and Effort form [see McNair website] you will not receive that portion of the stipend until you complete the work. If you cannot complete an assignment by the due date, you will not receive the disbursement until all work is current; due dates will not be extended. All milestones must be completed in the order agreed upon in the Stipend Disbursement Agreement. No stipend payments will be made on any milestone not completed by September 29, 2016.

### NO EXCEPTIONS.

**Housing**

For the duration of the SRI, you are eligible to be housed at program expense in approved University housing. If you are currently housed in the University Apartments, the program will support you, as well (at the approved room rate). McNair will submit payment through the Financial Aid Office to apply toward housing expenses (rent only) during the 9-week period agreed upon in your research application. You may arrange to upgrade your housing, but you will be responsible for the difference in room rate.

You must make your own housing arrangements. You must complete a Summer Housing Contract online at the DOR website. You may, of course, choose to live off-campus. Those choosing to live off-campus will do so at their own expense.

## Meals

The UNI McNair Scholars Program will assist you with meal costs for the duration of the SRI.

The Piazza Dining Center will be open Monday breakfast through Friday lunch (Dinner is not served on Friday) beginning on June 6 and ending August 5. Due to conference fluctuation, there will be days and meals Piazza will be closed or will have reduced venue options. Please go to this webpage for summer hours (<http://www.uni.edu/dor/dining/hours/summerhours.htm>). Refer to the menus in the Quick Links section at [www.uni.edu/dor](http://www.uni.edu/dor) for menu availability.

The McNair program will cover appropriate meals costs for you, not to exceed $70.00 per week during the program dates during the 9-week period agreed upon in your research application.

* A cash advance of $80.00 will be issued every two weeks (a possible total of $400.00) for the purpose of purchasing groceries and/or off-campus meals.
* You must submit original itemized receipts for grocery/food items purchased with the cash advance.
* Each receipts must be a printed, original, itemized receipt showing the name of the vendor, not handwritten, and the date of purchase.
* You should write their name and UID at the top of each receipt and submit to the McNair program within 1 week after each 2-week cash advance cycle. (Note: You should make a copy of the receipts for your records before turning them in.)
* Unused/unreceipted cash must be returned to the McNair program within 1 week after each 2-week cash advance cycle. If cash is not returned within this timeframe the amount

will be deducted from your milestone payment or charged to your ubill.

You may charge meals purchased at Piazza and at food outlets in Maucker Union to your ubill. The McNair Scholars Program will review these charges and submit payment through the financial aid system for allowed meal expenses.

## Required Assignments

All of the assignments you have for the summer are designed to keep you focused and on track.

All listed assignments must be completed to the satisfaction of your mentor and the McNair Director before stipends are disbursed.

* Scholar Meetings –Weekly (9 total);
* Weekly one-on-one meetings with the program staff— all must be completed before you receive your final stipend payment;
* Mentor Meetings – Mentor meetings should be included during your 30 hours weekly research; additional meeting times are always acceptable to the McNair program;
* Project Paper draft(s) as agreed upon in the Stipend Disbursement Agreement;
* Oral Presentation rehearsal(s) numbers and times TBA;
* Poster drafts;
* Time & Effort Log —due weekly on Fridays;
* Final Research Paper;
* Self-Assessment and Mentor Evaluations;
* Other Deliverables: As deemed necessary.

## Summary of Expectations for Summer Interns

All scholars are required to…

* complete and sign the McNair Scholars Program Summer Research Internship agreement at the time of acceptance to participate in the SRI.
* complete the entire Summer Research Internship. The objectives of this program are substantial and require a full-time commitment. Students should not be registered for classes or employed during the program unless approved by the McNair Director.
* spend 30+ hours each week conducting a scholarly research project. You will work closely with your faculty mentor and any other personnel on the research team. You will meet regularly with your mentor to ensure progress on your research project.
* attend and actively participate in Weekly Scholar Meetings. Meeting topics are chosen to prepare you for graduate school, beginning with the application process through the transition to a graduate education environment.
* meet with program staff to review the development of written and oral assignments.
* create a research abstract as part of the requirements for having a paper presentation accepted at a conference.
* prepare an oral presentation for conference or other purposes.
* prepare a poster for presentation at national McNair Research conferences.
* submit a completed research paper at the end of the program.

**2016 Summer Research Internship Schedule**

### June

**6** Scholar Meeting

**13** Scholar Meeting

**20** Scholar Meeting

**27** Scholar Meeting

### July

**4** UNI closed - July 4th Observance

**11** Scholar Meeting

**18** Scholar Meeting

**25** Scholar Meeting

### August

### 1 Scholar Meeting

**8** Final Scholar Meeting

**22** Fall 2016 Semester Begins

### September

**29** Final paper due to McNair Office with

Mentor Signature

# TRAVEL

When traveling, you are all ambassadors of the UNI McNair Scholars Program. As such, you must always conduct yourself in a professional manner. Although the following travel information concerns scholars, mentors should become familiar with this information to help you prioritize your travel.

You should seek opportunities to participate in educational and scholarly events that will enhance your knowledge of graduate education, provide experience in presenting your research, and allow you to network with administrators, faculty, researchers, and students involved with graduate education nationwide. Mentors should inform you about special events that foster scholar participation and networking opportunities.

The McNair program may assist you with part or all of travel expenses to special events that directly relate to the purposes and objectives of the UNI McNair Scholars Program. You must meet with the McNair Director for approval and to begin the process of applying for support six to eight weeks before the projected traveling date.

## SELECTION CRITERIA FOR ANY TRIP SPONSORED BY UNI MCNAIR:

Campus visits and/or conferences (national, regional, student, OR professional)

Sponsored travel by McNair is a benefit and privilege for scholars who have met the standards of the McNair program. Sponsored travel to a conference is NEITHER guaranteed nor required, and selection is based on the following: availability of program funding, final approval of the Program Director, and the travel selection criteria/policy specified below.

Preference will be given to scholars who meet the following criteria. Note: The more criteria that are met, the more likely it will be to have travel approved. You will be more likely to have travel approved if you…

* are applying to graduate school in the fall;
* are scheduled or have already taken the GRE and or MCAT/LSAT, etc. whichever is applicable (verification required);
* are presenting at a conference;
* maintain satisfactory progress toward the completion of your degree and a 3.00 GPA;
* have participated with outstanding attendance in the McNair Summer Research Internship and have met all requirements of the summer research project in a timely manner;
* have satisfactorily attended all advising sessions and seminars;
* have taken part in all pertinent activities sponsored by McNair;
* have consistently demonstrated professional behavior throughout your participation in the program;
* have been accepted to or are applying for admission in a graduate program at the university you are requesting to travel to (if campus visits are required);

**IMPORTANT NOTICE:** Because of institutional requirements and the financial commitments involved in planning trips, scholars who have requested and been selected to travel on a sponsored trip must be 100% certain they are able to travel. If a scholar cancels without a justified reason after committing to the trip and travel expenses have been paid by the program on behalf of the scholar, the scholar may have to reimburse the program and/or forfeit their opportunity to participate in future trips or events sponsored by the program. If unforeseen circumstances arise, a scholar must immediately notify the McNair Director or Academic Advisor.

## Travel Expenses for Events NOT Sponsored by McNair

If McNair is not sponsoring / coordinating the trip, scholars must formally request funding from the program. Approval requires filling out and submitting a Travel Request Form, written justification for the trip, projected expenses (meals, transportation, etc.), registration materials, conference agenda (and abstract, if presenting), official invitation, duration of the trip, and follow-up reporting for any reimbursement of travel funds. McNair does not make travel arrangements for students, other than for McNair-sponsored travel. Finally, and most importantly, McNair may not be able to cover all travel costs students are requesting. Other sources of travel funding are your academic Department, your College, and the Provost’s Office.

The UNI McNair Program may assist McNair Scholars with costs associated with travel to program-approved activities. These activities include travel for research, travel to attend or to present research at a professional conference (this is on a case-by-case basis and is not common), travel to academic workshops or other gatherings to present research, and travel to prospective graduate programs (partial transportation funding only, and only if required by that program).

The Program Director and the Dean of the Graduate College must approve all travel requests. **Again, travel is contingent upon available funds and completion of required assignments, attendance and punctuality for McNair activities, progress on research and graduate school applications, and overall participation in the program.**

Scholars need to complete a Travel Request Form and Budget Worksheet (available at the McNair Office) at least 6 -8 weeks in advance of proposed travel dates to allow sufficient time to secure university approval and best available travel rates. Late submissions will be reviewed on case-by-case basis and decisions are made only by the McNair Director.

Scholars must submit follow-up documentation as requested. Only valid, justifiable travel expenses will be considered after a written justification of expenses has been submitted by scholar *and* approved (see Travel Request Form and Budget Worksheet).

Requests for travel funds must be reviewed and endorsed by your faculty mentor *and* approved by the McNair Director and the Dean of the Graduate College before any expenses are accrued. The McNair program will not reimburse you for items purchased unless you have *prior approval* from the Dean of the Graduate College *in writing*.

International travel is *not an allowable expense* as mandated by the U.S. Department of Education guidelines.

## Travel Expenses for McNair-Sponsored Events

### Travel for Data Collection

Costs directly related to the collection of data or fieldwork taking place at a location further than

“commuting distance” may be requested. However, evidence of the need for travel support *must be itemized, clearly justified, and endorsed by your faculty mentor.*

Prior approval of the Dean of the Graduate College is required.

International travel is *not an allowable expense* as mandated by the U.S. Department of Education guidelines.

Mileage reimbursements within a local area, driving to and from a research site, will only be considered upon submission of statement justifying the expense and at the discretion of McNair Director (Please note: travel funds for research outside of local area are given priority).

The cost of meals while on data collection travel will be considered only for the McNair Scholar and cannot exceed a maximum of the allowable per diem. Only *itemized* food receipts will be reimbursed and NO purchases *will not be honored* with the inclusion of any alcoholic beverage.

### Please consult with the McNair Program Director for the current reimbursement rates and other information.

1. **Travel to Prospective Graduate Programs**

The Summer Research Internship typically sponsors at least one campus visit to a research

university. Scholars who wish to attend additional campuses on their own are urged to use a portion of their McNair Scholar summer research stipend or to contact the school directly to inquire about the possibility of getting funds for an individual campus visits.

The UNI McNair Scholars Program may provide partial transportation funding, only if funds are available and the visit is required by that program. Thus, you provide your own food, lodging, and other expenses (i.e., sharing a dorm room, staying with friends, relatives, or faculty; or staying in facilities provided by community agencies).

When traveling to visit prospective graduate programs, you must:

* + inquire about various events scheduled and dress accordingly
  + seek the guidance of mentors, staff, and senior scholars
  + coordinate your plans with the McNair Director
  + seek your mentors’ advice, names of contact persons, and opinions about the prospective graduate programs
  + read about the institutions you plan to visit
  + read articles published by prospective major professors and other faculty
  + contact the Office of Graduate Admissions and the department of your choice to schedule meetings with the chair, faculty, administrators, financial aid officials, and graduate students
  + prepare interview questions
  + prepare a portfolio, including statement of purpose, transcripts, vitae, publication or writing samples, and GRE scores

### Conference Participation

The Summer Research Internship typically sponsors at least one trip to a national McNair

Research Conference. The program may be able to support scholars who may prefer to present their research at other conferences, academic workshops or other academic gatherings. In such cases, scholars must provide documentation to support participation (e.g., invitation to present research, research proposal, acceptance of proposal, etc.).

Scholar participation is defined by one who *presents his/her research (oral/poster), is a part of a panel/workshop, or a research team which is presenting.*

The cost of meals while on research-related travel will be considered only for the McNair Scholar and cannot exceed a maximum of the allowable per diem. Only *itemized* food receipts will be reimbursed and *will not be honored* with any alcoholic beverage.

***Travel is contingent upon available funds and completion of required assignments, attendance and punctuality for McNair activities, progress on research and graduate school applications, and overall participation in the program.***

When attending professional conferences, you must:

* + inquire about various events scheduled and dress accordingly
  + seek the guidance of mentors, staff, and senior scholars
  + take business cards (inquire in the McNair Office)
  + attend all scheduled conference sessions and meetings
  + network and establish contact with professionals in your field: faculty, administrators, fellow students, and staff from participating institutions

Additionally, if you are presenting your research, you must:

* + prepare for your presentations by practicing with mentors, peers, and/or staff to get feedback and constructive criticism
  + take multiple copies of oral presentation (flash drive, cd, email to self, etc.)
  + arrive at the site early to familiarize yourself with the room and test the audio-visual equipment if needed

# PROGRAM ROLES

The success of every McNair Scholars Program begins with the strength of its foundation—the program staff and cohort—and thrives with the strength of the mentor/scholar relationships. The success of the McNair mentoring experience depends on the level of commitment between the mentors and scholars. These mutually beneficial relationships should foster talent, maturity, academic strength, motivation, commitment, a strong desire to learn, creativity, and a willingness to accept challenges.

Scholars, staff, and mentors each have specific roles and responsibilities and should meet program, research, and personal expectations throughout the experience. Each scholar’s experience is unique, so the following roles give the minimum responsibilities for the program, and can be built upon to ensure the individual success of each scholar.

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| --- | --- | --- |
| **Scholar Commitment** | **Mentor Commitment** | **Program Commitment** |
| Select a faculty mentor | Commit to the progression  and success of the scholar | Oversee the mentor/scholar  relationship |
| Conduct ongoing research  under the guidance of a faculty mentor | Guide the scholar through the  research process | Provide resources for scholars to  conduct research |
| Present research at a  professional conference or a national McNair conference | Assist the scholar with  developing presentations, both oral and poster | Provide travel assistance to  professional and McNair conferences |
| Seek academic, personal,  and career counseling when needed | Encourage the scholar to seek  academic, personal, and career counseling when appropriate | Provide resources for academic,  personal, and career counseling |
| Prepare for the GRE | Promote the importance of  the GRE in maximizing opportunities for the scholar | Offer GRE tutoring |
| Research potential  graduate programs | Assist the scholar with  selecting an appropriate and realistic graduate program | Provide logistical support in the  graduate program selection process |

|  |  |  |
| --- | --- | --- |
| Apply to graduate school | Support the scholar through  the graduate application process | Provide assistance and support in  the graduate school application process |
| Undergo reviews  throughout the year | Evaluate scholar's progress  throughout the year | Monitor scholars' progress  throughout the year |
| Adhere to staff and mentor  directions and guidance | Work with staff to facilitate  scholar's professional growth and development | Provide direction for scholars'  professional growth and development |