

McNair Scholar Contract ~ Summer 2011
Indiana State University McNair Graduate Opportunity Program



I, _____, accept the offer to participate in the McNair Graduate Opportunity Program Summer Research Internship from May 10 to July 8, 2011 at Indiana State University. I understand that the purpose of the program is to prepare me as a researcher. Furthermore, I understand that my acceptance to participate commits me to the following:

Full Participation in the Summer Research Experience, including:

- **Scholars must check their university email account and respond to McNair staff and mentor inquiries within 24 hours of receipt. Prompt and courteous demeanor is expected in all McNair Scholar communications.**

- At least thirty hours of guided research activities per week
- Full attendance at all scheduled seminars (see attached schedule)
- Attendance at all scheduled individual and groups sessions
- Completion and submission of the research proposal by April 1, 2011
- Completion of pertinent literature review relevant to research experience
- Completion of research paper and presentation of research June 29th.
- Completion of GRE prep sessions in summer (unless students has taken actual GRE)
- Weekly (or regularly scheduled) meetings with faculty mentor (at least three hours weekly)
- Completion and submission of all program assignments

Missed sessions will result in the following make-up work:

Missed GRE Session: two hour study session in DH 203 supervised by Taushia Brooks

Missed Workshop or Summer Session during the summer will require a 750 word summary of the content missed and a meeting with Dr. Pearcey. No stipends will be released until all make up work is completed.

Full Participation in the 11-12 Academic Year Activities (if a continuing student), including:

- Attendance at all scheduled workshops and meetings
- Meeting with director and/or graduate assistant upon request by director
- Completion and submission of all program assignments and adherence to academic year contract

Signature: _____ **Print Name:** _____

Date: _____

Student Responsibilities:

1. Attendance Policy

The McNair Summer Schedule is included in the summer handbook. Attendance at workshop meetings **is mandatory**. Workshops are designed to aid scholars' research experiences, to demystify the graduate school application process, and to expose scholars to professional and academic life. Early departure or late arrival to sessions will result in a 50 dollar deduction from stipend for each occurrence.

2. Penalty for Non-Attendance

Student stipends are supplied by the U.S. Department of Education. If a McNair Scholar misses any mandatory event (workshops, seminars, scheduled meetings with the Director, cultural events, symposiums, etc.) or fails to turn in required exercises/assignments on time, monies will be held until all requirements are met. See number one above.

Excused absences are only allowed in the case of medical or other life-threatening emergencies. Conflicts with other activities do not constitute an excused absence. You must plan in advance to be present at all meetings.

Be on time. Showing up on time shows respect for the instructor presenting the research session as well as your fellow McNair Scholars and the McNair Staff.

Additional Expectations:

The Ronald E. McNair Graduate Opportunity Program academically and financially supports talented undergraduate students who desire to earn a doctoral degree. The McNair program fosters intellectual collegiality, provides an undergraduate research experience, and demystifies the graduate school application process. The McNair summer research internship is an essential element of the program which engages students in research projects that genuinely advance the research programs of their faculty mentors—thus, McNair scholars are expected to maintain the highest standards of excellence and integrity.

a. McNair Scholars are also expected to:

- Meet all deadlines for submission of required documents, e.g. research proposals, final research papers, weekly research update reports
- Submit a research proposal/abstract, describing the intended research project, identifying the faculty mentor, and outlining the research to be completed; the research proposal must bear the faculty mentor's approval
- Perform/conduct of at least 30 hours of research per week during the summer program
- Meet weekly with their faculty mentor during the summer and regularly during the academic year
- Participate in all scheduled activities, workshops, trips, and courses
- Notify the McNair Program Office of address changes, telephone changes, and/or names changes as soon possible
- Present their research at the McNair Research Symposium on June 29, 2011 and invite mentor to attend this event.

- Complete and submit program evaluations for all workshops, courses, activities, and research experiences
- Cooperate with all follow-up contact (written questionnaires and telephone interviews) by the Program Coordinator through the completion of the scholar's doctoral degree

b. Student Benefits:

- Invaluable research experience that will meaningfully contribute to the student's preparation for graduate school.
- \$2800 stipend, plus living stipend (\$1350) eight-week summer program
- One-on-one faculty mentoring
- Academic, financial aid, and graduate school advising
- Meet with nationally-recognized expert, Don Asher, on the graduate admissions process and essay development
- Understand the program requirements of McNair and what services to expect by attending orientation sessions in the week of May 9th.
- GRE preparation sessions delivered by math and writing content experts
- Attend the required research content sessions during the second week of the summer research project
- Receive training with regard to oral research presentation skills.

3. Faculty Mentor Expectations

The McNair Program truly appreciates those faculty members who step forward to become McNair Faculty Mentors. McNair Faculty Mentors provide our burgeoning student scholars with regular, one-on-one mentoring through dialogue and interaction, direction on the undergraduate research project, encouragement for Ph.D. studies, and suggestions for programs of graduate study.

a. McNair Faculty Mentors are expected to:

- Provide references for introductory background reading materials relevant to the assigned or specified project
- Provide insight about, commentary on, criticism of, as well as approval of the student's research outline (research proposal), research paper or final project, and scholarly abstract
- Approve the student's research schedule
- Meet with each student weekly throughout the summer program (throughout academic year semesters); meetings may be used for review of research, discussion of research project, direction of study, etc.
- Serve as positive role models in research, scholarship, and academia as a whole
- Encourage the student to earn the bachelor's and master's degrees, as well as to apply and matriculate into a doctoral program
- Alert the McNair Program Office of any difficulties, questions, or concerns—of an academic and/or personal nature—that the student may be encountering
- Help the student understand the rigors of graduate education
- Identify/recommend graduate school programs

- Attend the McNair Summer Research Symposium on June 29th.
- Hold the McNair scholar to standards of scholarly excellence

b. Faculty Benefits:

- Access to McNair students nationwide, providing a potential graduate school pool
- Payment for mentoring students
- Guide potential scholars through the research process
- Impact the future course of the academy and society by increasing the number of first generation/low income and underrepresented students who complete post-baccalaureate degrees

4. Submission of Research Proposal by April 1, 2011

All McNair Scholars are required to submit a proposal which includes a problem statement as well as: introduction, literature review, methodology, and references section. It is not expected that a discussion section be present in this proposal.

All McNair Scholars are required to submit a well-developed research proposal. The proposal must include the following:

- 1) The general question(s) under investigation
- 2) Methods used to address these questions
- 3) A projected time table for the eight-week summer program
- 4) A somewhat developed literature review
- 5) Writing that conforms to the writing style of the discipline of the student

Please note that you may join a research project that the faculty member has initiated or you may identify a topic for a senior thesis and seek a faculty mentor whose research interests mesh with your own research goals.

5. Payment, Outside Employment, and Taxes

a. Payment of Stipend

- McNair stipends will be issued according to the checkpoint dates as outlined in the attached schedule (see page four of the summer schedule). In order to receive your first stipend, you must have submitted your research proposal, as well as complete IRB certification (and application if applicable) and attend the first two days of the summer schedule orientation (May 10-11).
- In order to receive all the subsequent stipends (2, 3, 4) McNair Scholars will need to complete portions of the research paper and meet the

mentor/McNair director expectations for each segment. This is outlined in the checkpoint forms located in the back of your summer handbook.

b. Taxes on Scholar Stipends

- Like graduate student fellowships, all scholar stipends may be considered taxable. You will want to consult a tax professional for advice on this issue. McNair staff does not advise students regarding the taxation on stipends.

c. Working Outside Jobs While in Summer Research

- The summer McNair Scholars Program requires a full-time commitment, one that prohibits your assuming other major responsibilities such as outside employment. You may take a class during second summer session. The McNair research internship finishes before summer two begins. On a case-by-case basis scholars may request exemption from this policy if there are extenuating circumstances.
- Additionally, no academic classes may be taken during the McNair internship, unless previously agreed upon with McNair director.

d. Eligibility for Supply-and-Expense Grants

- If you have research-related expenses, please use the research supply request form (included in your handbook) to request funding prior to purchase. If approved, a receipt detailing the transaction is required and will be reimbursed within 30 days.

e. McNair Scholars Research Symposium

- All Scholars are required to attend and present at the McNair Poster Research Symposium held on June 29, 2011. **The event is business casual dress.** Location TBA.

f. Evaluations

- At the end of the summer, you will be given the opportunity to evaluate both the positives and opportunities for improvement in academic year and summer sessions. This will be confidential and will be used to improve sessions for future cohorts.

6. National McNair Resources

Two major resources are available to McNair Scholars: the McNair Scholar listserve and a Website of Institutions Offering Graduate Application Fee Waivers and Other Incentives to McNair Applicants. Additionally, a summer only on-line research discussion group is available to McNair students, faculty, and staff.

a. McNair Scholars Resources

- A list of graduate institutions offering graduate application fee waivers and other incentives to McNair scholars is available on line.

Fee waivers:

<http://www.rochester.edu/college/kearnscenter/mcnairgradfeewaivers.html>