

# Summer Research Experience Scholar Handbook 2012

## Logistics

May 29—August 3, 2012

### Welcome

**Congratulations!** You've made great progress and now you're ready for what is the most challenging and the most exciting part of the McNair experience: the Summer Research Experience. Don't worry though, you're surrounded with people who want you to succeed and are here to help.

This handbook is for your information and will give you a better idea of what you'll be facing this summer. Keep it, use it, and when in doubt, ASK!

### Scholar Meetings

You should plan to begin your research May 29th but we will not be formally meeting until Tuesday, June 12th which is our first Scholar Meeting.

Scholar Meetings will be held throughout the summer session (June 11<sup>th</sup> – August 3rd). These meetings are mandatory and attendance will be taken. These meetings will be on Tuesdays from 9:00 am – 10:30 am in Morrill Hall Rm. 202. **We will not meet the week of July 4th.**

### Summer Research Credits

Set up a 499 Directed Study under your mentor, through your Department. It must be 3 credits, graded A-F, with a project-based title, and be listed to run from June 11-August 3. The McNair Program pays the summer fees for this course only. Any other courses you take during the summer are your responsibility. Consult with McNair Staff before registering

As soon as you get the CRN and register, notify the McNair Office to initiate payment! Bring the information to the McNair office by Friday of Finals Week.

### McNair Office Hours and Holidays

The University of Idaho observes summer hours starting Monday, May 14th and ending Friday, August 17th. The McNair office will also observe summer hours which are 7:30 am – 4:30 pm.

### McNair Summer Hours

7:30 am—4:30 pm

The McNair office will be closed May 14-29. UI is closed Monday, May 30 (Memorial Day) and Wednesday, July 4 (Independence Day).

Additionally, the McNair Office will be closed August 6-17.

# Summer Research Experience 2012

## Stipends

### Stipends and Research Tips

May 29—August 3, 2012

You will receive a total of \$2,800 for the research internship. Disbursements will be deposited into your UI student account from Financial Aid. Your stipends will affect how much summer financial aid you can receive if you are planning on taking other classes. No other methods of disbursement will be used. **No exceptions are allowed.**

Because your stipend will be distributed through Financial Aid and applied to your student account, any balance on your account will be paid first and you will receive the remainder. This is a standing UI policy that cannot be waived. Make sure your student account is clear or understand your stipend will pay the balance.

If you do not complete and hand in the assigned work by the deadline listed, you will not receive your 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. **NO EXCEPTIONS.**

**You must be registered for research credits to receive funding in the summer. UI Financial Aid cannot disburse funds if you're not registered.**

## Tips for Working with Your Mentor

- Discuss your communication styles.
- Identify your weaknesses and discuss where you might need to learn more.
- Be respectful of your mentor's time and come with an agenda and questions. Do not be late or chronically cancel meetings.
- Clearly define the goals that you both have for the outcome of the project.
- Create a timeline and be accountable for that timeline.
- Always ask your mentor questions if you need clarification. They will understand and will be better able to provide guidance and direction.
- Always take extra copies of Mentor Meeting Summary Forms with you when you meet with your mentor.
- Be a serious and consistent Scholar!

**First Scholar Meeting**  
Tuesday, June 12  
9:00—10:30 am  
Morrill Hall Room 202  
McNair Lounge

**All necessary forms and assignments can be found on the McNair website. Click on Seminars in the left hand menu and then on Summer.**

# Summer Research Experience 2012

## Assignments

May 29—August 3, 2012

### Required Assignments

All of the assignments you have for the summer are designed to keep you focused and on track. Specific due dates are listed on the calendar in this handbook.

- Scholar Meetings –Weekly (7 total, no meeting July 3);
- Meetings with Vicki— All must be completed before you'll receive your final stipend (3 total);
- Mentor Meetings (at least 8) – Mentor meeting sheets will be required, these are due weekly, extra sheets will be accepted;
- Project Paper drafts (4, biweekly);
- Oral Presentation drafts (3);
- Poster presentation drafts (3);
- Timesheets—At least 8, extra timesheets will be accepted, due weekly;
- Final Research Report including Research Committee Signatures;
- Self-Assessment and Mentor Evaluation;
- Other Deliverables: As deemed necessary.

### Research Committee

You should identify a Research Committee (one additional faculty member and doctoral student) and you will be working with that committee along with your mentor throughout the summer. If you cannot find a doctoral student, you may invite a master's student or another faculty member to serve on the committee.

You can work with your mentor and committee to decide how involved you'd like them to be. However, you should plan on giving your committee members at least one draft of your final report before asking them to sign the final draft. The form they will need to sign will be provided to you and **MUST BE TYPED**.

### Final Thoughts

1. Keep in close contact with McNair staff and your mentor to head off potential problems before they become unmanageable.
2. Don't get behind on your assignments.
3. Get comfortable with the idea that you'll be doing a lot of drafts.
4. Understand your research may experience setbacks and be prepared to adapt accordingly.
5. Use your resources.
6. Develop and follow a backup routine for your critical, project-related information, especially electronic files.
7. Take time to relax each day, even if it's 15 minutes.
8. **If things are unclear, ask for clarification immediately, the longer you let things go, the harder they are to fix. Don't assume, ASK.**

Meet with your mentor at least once a week over the course of the summer.

# Summer Research Experience 2012

*May 29—August 3, 2012*

## Calendar

### **May**

- 7-11 Finals Week
- 12 Graduation
- 18 First stipend disbursement (\$400)
- 14-29 McNair office closed
- 28 UI Closed, Memorial Day
- 29 McNair Summer Research Officially Begins

### **June**

- 12 Scholar Meeting, Project Paper Draft and updated Paper Draft Due
- 15 Second Stipend disbursement (\$800)
- 19 Scholar Meeting
- 26 Scholar Meeting, Paper draft due

### **July**

- 3 Project Paper Draft Due, No Scholar meeting
- 4 No classes, UI closed, Independence Day
- 10 Scholar Meeting, Presentation and Poster drafts due
- 13 Third Stipend disbursement (\$800)
- 17 Scholar Meeting; Project Paper Draft Due
- 24 Scholar Meeting; Poster & Presentation drafts due
- 27 Fourth stipend disbursement (\$400)
- 31 Scholar Meeting; Poster & Presentation (Final) due

### **August**

- 3 Final paper due to McNair Office with Committee Signatures
- 10 Final stipend disbursement, pending Final Project Paper submission and acceptance (\$400)
- 6-17 McNair Office closed
- 20 Fall classes begin

**When in doubt: ASK!**

**Have a great Summer!**