**2017 URGO** **Summer Research Information Packet**

**Program Dates: May 15th – July 28th**

***An on-campus summer research program for Augsburg College undergraduates***







**Application Deadline:**

**Phase 1: Wednesday, February 1st 4:00 p.m.**

**Phase 2: Wednesday, February 22nd 10 p.m.**

*URGO: The Office of Undergraduate Research & Graduate Opportunity*

*Augsburg College, Minneapolis, MN*

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**The 2017 URGO Summer Research Application is available at** [**www.augsburg.edu/urgo**](http://www.augsburg.edu/urgo) **on December 1st.**

Questions? Contact Kirsten O’Brien

Undergraduate Research and Graduate Opportunities Specialist

 obrienk@augsburg.edu, 612-330-1446

1. **Getting Started**
2. **Research/Scholarship/Creative Activity Defined**

Student “scholarly research” may be disciplinary or interdisciplinary in nature. “Scholarly research” is defined as any type of scholarly investigation or work that is original in nature. It should produce knowledge, a product, or an outcome that makes an original contribution to its area. **Research and scholarship** **may be conducted in all disciplines**. Research may be qualitative or quantitative in nature, or may use any other methodology that is typical of the discipline in which the student is working.

*Creative Activity*

Research conducted as part of a creative project should be integral either to the process of artistic creation or necessary to the end product itself, as well as contribute to aesthetic or practical knowledge of the artistic field or medium in which the student is working. Students proposing a creative project should take care to show how their project depends on research, and explain how the research will enhance and deepen the creative activity.

1. **Selecting a Faculty Mentor**

In order to apply to the URGO Summer Research Program, students must have the support of a faculty mentor. Most often, the faculty mentor will be someone in the student’s discipline. Students should make appointments to talk to faculty members about what research is currently going on in the department to determine faculty availability over the summer. Please be mindful that faculty members can only mentor a limited number of students and not all faculty members are available to serve as mentors. It may be of benefit to talk to multiple faculty members when seeking a mentor.

1. **Selecting a Research/Creative Project**

Ten weeks @ 40 hours a week (or 200 hours for half-time) is—surprisingly—not much time to conduct research; therefore, **students are strongly encouraged to join a faculty member’s existing project or develop a proposal within the faculty’s area of research expertise.** Often you can work on an offshoot of the faculty member’s ongoing or past research/creative line. Students can also do a parallel project to one that a faculty member is working on. Please set up an appointment with the URGO office if you are having trouble thinking of how to design a project that aligns with your faculty’s area of interest.

1. **Student Researcher Information**
2. **Eligibility**

Applicant must:

* Be a full-time Augsburg student (currently taking ≥ 12 credits per semester) in the undergraduate program
* Have completed at least one year of undergraduate study and have at least one semester of full-time study (≥ 12 credits under the new credit system) remaining after the completion of summer research
* Have a minimum GPA of 3.0 (lower GPAs are considered on a case-by-case basis)
* *Not* havepreviously participated in the URGO Summer Research Program\* (including Sundquist or Lindstrom Scholars) or the McNair Scholars Program.

*\*Note: The 100-hour Research Assistants remain eligible for URGO summer research in the future. However, once you have done the URGO Summer Research Program, you are no longer eligible for either summer research option.*

1. **Research Options**

Option 1: URGO Summer Research Program (full- or half-time positions)

**Students are encouraged to join a faculty member’s existing project or develop a project within the faculty’s area of expertise.** Students and faculty mentors may collaborate on the development of a proposal that describes the student’s role within a professor’s ongoing research or creative activity, or may develop a new project within the faculty member’s area of expertise in which the professor helps to shape the research question, develop the proposal, and guide the subsequent research. We highly encourage projects that support faculty lines of research.

Option 2: Research Assistantship (100 hours)

A professor with an ongoing line of research or creative activity determines what tasks to assign to the student. Students most likely will not see a project from start to finish, but rather will contribute to a particular aspect of a professor’s ongoing research. **To maximize time spent on the project, these students will not participate in URGO summer programming.** The faculty mentor and student together decide how to allocate the 100 hours. Research must be completed by August 31st. Students who complete this option may apply for the URGO Summer Research Program in the future.

1. **Time Commitment and Expectations**
	1. **Expectations for URGO Summer Research Program**

Students applying for the URGO Summer Research Program must choose a full-time or half-time project at the time of application. No changes will be allowed after the February 22nd deadline**.** Note that it is recommended for a student to complete the full-time research opportunity as it is a more comprehensive experience.

*All projects (and required research hours) must conclude by Friday, July 28th*

Full-Time Research (400 hours)

**Students are required to:**

* Participate in *at least* 400 hours of research and programming over the course of 11 weeks (May 15th – July 28th). ***\* See note below***
* Participate fully in all URGO-related functions and programs throughout the summer
* Attend the full-day URGO Summer Research orientation session May 15th
* Meet as needed with assigned library mentor
* Meet twice weekly (and in some cases daily) with research mentor
* Attend all URGO seminars and Speaker Series
* Be present for all sessions of URGO Summer Research Conference the week of July 24th
* Submit a final product by noon on Friday, July 28th
* Complete program evaluation
* Present projects at *Zyzzogeton*, Augsburg’s annual poster session in April 2018

***\*Note on time off during summer:*** The new 11 week schedule means that research teams have the flexibility of taking one week (or 5 days) off during research. Please note that that the time off will first be determined by the faculty mentor, and only if the mentor does not have any preference, then students can work with the mentor to determine the days they will be taking off. **Students MUST attend orientation on May 15th and be present for the last full week of research. Full-time student researchers are expected to be in attendance for a full 400 hours over the 11 weeks, and for all URGO programming outside of their designated 5 days off.**

Half-Time Research (200 hours)

Mentor-mentee teams who choose this option are free to determine the number of hours worked each week as long as the overall total of hours reaches 200 by July 28th. For example, some teams might decide to work half-time (20 hours per week) for ten weeks to arrive at 200 hours and a final product; others might decide to work full time (40 hours per week) for five weeks; still others might choose another combination of days and times that fit individual schedules and the nature of the project. The student, professor, and URGO will decide prior to summer which URGO-related functions and programs the student will be expected to attend, choosing a minimum of half, with the intent of serving the student as well as the program.

**Students are required to:**

* Conduct 200 hours of research between May 15th – July 28th
* Participate in at least half of the URGO-related functions and programs throughout the summer (e.g. seminars, Speaker Series, social events)
* Attend the full-day URGO Summer Research orientation session May 15th
* Meet as needed with assigned library mentor
* Meet with research mentor at least once per 20 hours of work
* Be present for sessions of URGO Summer Research Conference the week of July 24th in accordance to your timeline for that week
* Submit a final product by noon on Friday, July 28th
* Complete program evaluation
* Present projects at *Zyzzogeton*, Augsburg’s annual poster session in April 2018
	1. **Expectations for Research Assistantship (100 hours)**

Mentor-mentee teams who choose this option are free to determine the number of hours worked each week as long as the overall total of hours reaches 100. For example, some teams might decide to work 10 hours per week for ten weeks to arrive at 100 hours; others might choose another combination of days and times that fit individual schedules and the nature of the project. Teams may begin research as early as May 1st. Research must be completed by August 31st.

**Students are required to:**

* Conduct 100 hours of research between May 1st – August 31st
* Meet with research mentor as necessary
* Submit a progress report at halfway point
* Submit a final research report by Thursday, August 31st
1. **Compensation**

Payments are made periodically throughout the summer. Payment is dependent on sufficient progress towards research objectives and meeting the participation expectations above.

**Full-time:** $4,000 research stipend for 400 hours of work

**Half-time:** $2,000 research stipend for 200 hours of work

For full or half-time researchers, seven hundred dollars (or $350 for half-time researchers) is contingent upon the submission and approval of the final product; the final $100 (or $50 for half-time researchers) is contingent upon participation in *Zyzzogeton,* Augsburg’s annual poster session in April 2018.

**Research Assistantship:** $1,000 for 100 hours of work

Research Assistants will receive $500 at the completion of 50 hours and the mid-project progress report, and $500 after 100 hours and the completion of the final research report.

1. **Housing Stipend (full-time researchers living on campus only)**

Students choosing to live on campus during the summer should contact the residence life office to secure housing. This year, if the housing stipend is available, the College will provide a housing credit to students conducting full-time research, contingent upon the completion of the summer research program and submission of a final product. The College administration will announce the availability of this housing credit prior to summer research. In the past the credit has been $800. Residence Life has also provided a reduced housing rate. Last year, students paid $400 total for the full summer.

1. **Research Supply Funds**

Each full-time researcher may request up to $500 in research supplies (half-time researchers can request up to $250) using the budget request form. After initial requests are met, if there are any URGO supply funds remaining teams may submit additional budget requests.

1. **Jobs, Volunteer Activities and Summer Coursework in Addition to Research**

*Full-time researchers*: summer research is a full-time job and must be the student’s first priority; all outside commitments and/or vacations during the 11 weeks should not interfere with your ability to complete 40 hours per week of research and the required URGO programming (with the exception of your 5 days off). **Outside employment or volunteer activities should be kept to no more than 10 hours a week. Students are not permitted to take summer courses.** See URGO before turning in the application and beginning summer research if you have extenuating circumstances.

*Half-time researchers*: all outside jobs, summer coursework, vacations, and volunteer commitments during the ten weeks should not interfere with your ability to complete 200 hours of research and the required URGO programming.

*Research Assistants:* all outside jobs, summer coursework, or volunteer commitments should not interfere with your ability to complete 100 hours of research and adhere to the timeline established with your faculty mentor.

1. URGO Summer Research Program Faculty Mentor Information
2. **Responsibilities**

Thank you for considering being a mentor. The URGO summer program cannot be successful without the care and expertise of faculty mentors. Listed below are URGO mentor responsibilities.

* Provide close supervision and support (**no less than two meetings** **per week)**; most mentors report spending considerably more time in person per week with students
* Be on campus 10 of the 11 weeks (please talk to Dixie before beginning the application and summer research if this is not possible)
* If IRB (Institutional Review Board) approval is required (typically if study involves human subjects), walk mentee through the IRB approval process prior to the start of summer research
* Educate and develop novice researchers
* Ensure that students are making adequate daily and weekly progress
* Provide coaching and clear feedback on student performance
* Complete program and student evaluations
* Provide feedback on, and approve mentee’s final product and presentation
* Attend mentee’s oral presentation (the week of July 24th) and ideally additional presentations
1. **Faculty Mentor Compensation**

Full-time faculty mentors receive a stipend of $1,000 per mentee, paid once the student’s final product is approved by the mentor.

Half-time faculty mentors receive a stipend of $500 per mentee, paid once the student’s final product is approved by the mentor.

Research Assistant faculty mentors (supervising those working 100) receive a $250 stipend, paid once the project completion report is approved by the mentor.

1. The Application Process

**A. Application Submission & Deadline**

Phase 1: Mentors must sign the phase 1 application. Students or mentors may submit the completed phase 1 application to Science 152 or email it to urgo@augsburg.edu by 4:00 p.m. on Wednesday, February 1st. The phase 1 application is not evaluated, and ALL who submit **on-time** phase 1 applications (late submissions are not accepted) are eligible to turn in a phase 2 application.

Phase 2: Mentors must forward the phase 2 application to urgo@augsburg.edu by 10 p.m. on Wednesday, February 22nd**. This is a strict deadline**. Proposals turned in past the deadline will not be considered. **Be sure to select the application for phase 2 that corresponds with the research option you choose.**

**B. The Selection Process & Award Notification**

Proposals will be reviewed by the Director of URGO and the URGO Summer Research Selection Committee which is comprised of faculty members from a variety of disciplines. Applicants will be notified via email about the decision by mid-March.

2017 URGO Summer Research Selection Committee Members: David Crowe (biology), Stella Hofrenning (economics), Merilee Klemp (music), David Matz (psychology), Eileen Uzarek (health and physical education), Pavel Belik (mathematics), Matt Beckman (biology), Bob Cowgill (English), Joan Kunz (chemistry), Melissa Hensley (social work), Kristen Chamberlain (communications), Kirsten O’Brien (URGO), and Dixie Shafer (URGO).

**C. Frequently Asked Questions**

* *Does URGO summer research fulfill the Honors Program research requirement?*

For specific requirements, contact the Honors Program desk: honors@augsburg.edu.

* *Does URGO fund research done with a non-Augsburg faculty member?*

No. Students are funded to conduct research with Augsburg faculty.

* *Are there funds to pay for supplies?*

Yes and no. Supply funds are available for half and full-time researchers. Supply funds are allocated at the start of the research season and the amount varies by project, need, and budget. Due to limited funds, however, there are no supply funds available for the research assistantships.

* *How do I think of a research question?*

See section 1C: “Selecting a Research/Creative Project.”

* *Can I apply if I am a first-year student? Or a graduating senior?*

Applicants must have completed at least one year of undergraduate study by the start of summer research and have at least one semester of full-time study remaining after the completion of summer research.

* *Does URGO fund research in the creative arts?*

Yes. URGO supports research and scholarship in all academic disciplines, including the areas of the visual, studio, performing arts and creative writing. Students proposing a creative project should take care to show how their project depends on research, and explain how the research will enhance and deepen the creative activity.

* *I was an URGO summer researcher last summer; can I apply again?*

Students who worked as 100-hour Research Assistants in past summers are eligible. However, students who have been funded as full-time or half-time researchers are ineligible. McNair Scholars are also ineligible.

* *I had an URGO Academic Year Research Grant; can I apply in the summer?*

Yes. Students who have conducted research during the academic year are eligible for summer research.

* *Can I take a summer course during URGO summer research?*

Full-time summer researchers are not permitted to take coursework during the program (see section 2G). Part-time researchers may take courses as long as they do not interfere with your ability to complete your contracted hours.

* *Can I submit more than one application?*

Students can submit only one application.

* *As a faculty member, if all of my students are working on the same project, can they turn in just one application?*

No. Each student must submit their own application.

* *Can I do research outside of my major?*

Yes, if you are sufficiently prepared and have the knowledge and skills needed to contribute original findings to that field.

* *Can I have two mentors?*

Yes. Sometimes it can be helpful to have mentors from two different fields or with two different areas of specialty. The two mentors then split the mentor stipend.

**The 2017 URGO Summer Research Application will be available at** [**www.augsburg.edu/urgo**](http://www.augsburg.edu/urgo) **on December 1st.**

**Questions? Contact URGO at urgo@augsburg.edu or 612-330-1446**