**DO NOT COMPLETE UNLESS YOU HAVE TURNED IN APPLICATION PHASE 1**

**2019 URGO Summer Research Program Application-Phase 2**

**READ THE 2019 URGO SUMMER RESEARCH INFORMATION PACKET BEFORE COMPLETING THIS APPLICATION**

**(available at the URGO website –www.augsburg.edu/urgo)**

**Faculty mentors submit to** [**urgo@augsburg.edu**](mailto:urgo@augsburg.edu)

**Due February 19th by 11:59 p.m.**

To be completed by student:

* Please type information directly into the application
* Students: Place your name in the document header
* Expand space as necessary

**Research Option**

*Note: The application for the 100-hour Research Assistantship can be found on URGO’s website.*

400 hours \_\_\_\_\_\_\_

200 hours \_\_\_\_\_\_\_

**Student Information**

First name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Last name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Daytime/cell phone ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permanent Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Minor(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As of the Fall 2019 you will be a: sophomore \_\_\_\_\_\_\_ junior \_\_\_\_\_\_\_ senior\_\_\_\_\_\_\_\_\_\_

Anticipated grad date (month and year) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Augsburg GPA\* \_\_\_\_\_\_\_\_\_\_

\*If you have anything on your transcript that you feel needs explanation, please do so here (optional):

(type response here)

Ethnicity\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Citizenship (check one): Citizen\_\_\_\_\_\_\_ Permanent Resident \_\_\_\_\_\_\_\_ Other\_\_\_\_\_\_\_\_\_\_\_

(Note: you do NOT need to be a citizen or permanent resident to participate in URGO)

Did either parent/guardian graduate from a four-year college? Yes \_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_

Do you receive a Pell grant as part of your financial aid? Yes \_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_

Are you a transfer student? (do not include PSEO). Yes \_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_

If yes, name previous college(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List current & past extracurricular involvement in college, volunteer or community service experiences, employment, awards, honors, etc:

* (list here in bullet points)
* Full-time researchers must complete 400 hours of research over the course of the 11 weeks, May 16th – July31st. You and your mentor must determine how the hours will be spread out over the 11 weeks before the start of research. Students should not budget more than 40 hours per week in the timeline.
* Full-time researchers are not permitted to take summer courses. Outside employment or volunteer activities should be kept to no more than 10 hours a week*. \*See URGO before submitting the application and summer research if you have extenuating circumstances.*

If you will be going on a summer short-term study abroad program anytime during summer break, please list the name and dates below.

Short-term Study Abroad Trip Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates you will be abroad: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List **summer** jobs, coursework, vacations, volunteer commitments, etc. that you plan to participate in between May 16 – July 31, 2019.

|  |  |
| --- | --- |
| Summer Non-Research Commitment | Days, hours of commitment per week |
|  |  |
|  |  |
|  |  |

**400-hour researcher program requirements:**

* Participate in *at least* 400 hours of research and programming over the course of 11 weeks (May 16th – July 31st), taking no more than 5 days off (and must be present for the dates listed below)
* Participate fully in all URGO-related functions and programs throughout the summer
* Attend the full-day URGO Summer Research orientation session May 16th
* Meet once weekly (and in some cases daily) with research mentor and complete tasks as required
* Attend all weekly Speaker Series (1 excused absence)
* Social Sciences, Humanities and the Arts students only: attend weekly seminars (1 excused absence)
* STEM only: attend Court Agre Research Symposium Monday, June 17th 10am – 5pm
* Meet as needed with assigned library mentor
* Present research findings orally at URGO Summer Research Conference the week of July 29th
* Be present for all sessions of URGO Summer Research Conference the week of July 29th
* Submit a final product by noon on Wednesday, July 31st
* Attend final luncheon and complete program evaluation on Wednesday, July 31st
* Present projects at *Zyzzogeton*, Augsburg’s annual poster session in April 2020

***Note: As is true with any job, failure to meet requirements of the program will result in reduced payment and potential removal from the program.***

**200-hour researcher program requirements:**

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 the end of the program. 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.

200-hour researchers must:

* Conduct 200 hours of research between May 16th – July 31st
* Attend SSHA Seminar every week you are doing research
* Encouraged to attend weekly Speaker Series
* Attend the full-day URGO Summer Research orientation session May 16th
* Meet with research mentor at least once per 20 hours of work
* Meet as needed with assigned library mentor
* Present research findings orally at URGO Summer Research Conference the week of July 29th. Only under extenuating circumstances, if your research schedule ends before July 29th, an alternative date for the presentation will be arranged
* Be present for sessions of URGO Summer Research Conference the week of July 29th in accordance to your timeline for that week
* Submit a final product by noon on Wednesday, July 31st
* Attend final luncheon on Wednesday, July 31st if research schedule extends to this date or are able to return to campus for the celebration
* Complete program evaluation
* Present projects at *Zyzzogeton*, Augsburg’s annual poster session in April 2020

**Research/Scholarship/Creative Activity Defined**

“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.

**Research or Creative Activity Proposal**

*To be completed by faculty and student in collaboration. Mentors should provide necessary guidance on appropriate scope of project and methodology.*

**NOTE:** Try to use non-technical language when possible, or define terms as needed. **Please use the following headings in your proposal so the committee members can easily locate the information.** **Type in the space below each heading.**

**1. Research Question**

Research: State the specific research question(s) you are proposing. This should not be a topic, but a narrow, answerable question. (1-3 sentences)

(type response here)

**OR**

Creative Activity: Provide a brief description of the creative activity and how research will inform that creative activity. (1-3 sentences)

(type response here)

**2. Background/Preliminary Literature Review**

A. Give the background of the topic and place the project in the context of its field, providing citations within the text. How does your proposed research or creative activity build upon previous work within your discipline? Why is this research or creative activity important to the scholarship in your field? How does it make an original contribution to your field?

(type response here)

B. Provide a preliminary reading list to demonstrate that you have some background knowledge about your proposed question or creative activity.

(type response here)

**3. Methods**

Detail the step-by-step process or methods you will use to answer the research question or to carry out the creative activity. Please provide a clear justification for your chosen methodology, including sampling strategy, how you will analyze your data, or other aspects of the methodology and analysis that are relevant to your research question. Your methods should be detailed to the point that someone could follow the directions to replicate it. For example, if you plan to do interviews, be detailed about how many interviews you will do, who you will interview, how you will find interviewees, what topics you will cover in your interviews, and how you will analyze the interviews. It should be clear that your methodology adequately aligns with your research question or will inform your creative activity. Include a discussion of any limitations of your methodology.

(type response here)

**4. Timeline – please provide as much detail as possible**

Using the table below, specify what will occur week by week during the summer research project, showing that the goals of the research or activity are feasible in the time allotted and that the student will have clear expectations (for example, if students are doing interviews one week, what will they be doing between interviews to reach 40 hours; if they are working on the lit review, what topics should they focus on each week) Include project benchmarks, writing deadlines, revision deadlines, etc. that will ensure timely progress.

**200-hour students must additionally provide a clear account of how they will divide the hours of research during May 16th through July 31st.** For example, some students may choose to divide their time in the following ways: 20 hours/week for 10 weeks=200 hours, or zero hours/week for 2 weeks then 25 hours/week for 8 weeks=200 hours, etc.

|  |  |
| --- | --- |
| **Week** | **Research Goals & Activities** |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |
| **6** |  |
| **7** |  |
| **8** |  |
| **9** |  |
| **10** |  |
| **11** |  |

**5. Product and Presentation**

A)  What will your final product look like? Depending on the discipline and expectation of the research mentor, the outcome might include (for example) a scholarly paper, laboratory notebook, short stories, musical compositions or arrangements, and/or objects of art. It is expected that all students will have some component of professional writing (as defined by the given field) to their final project.

(type response here)

B) All students are required to make an oral presentation in the final week of summer research. Students are also required to participate in Augsburg’s spring 2020 poster fair, Zyzzogeton. In addition to on-campus presentations please specify any public forum(s) at which the student could potentially present.

(type response here)

**6. IRB Approval.** Typically, if your research involves human subjects you need IRB approval. **IRB approval must be received prior to summer research.**

Will the project require IRB approval? Yes \_\_\_ No \_\_\_

IRB #, if already obtained\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Essay Questions**: Please type a response to the following three questions in 1.5 - 2 single-spaced pages total. Students writing less than 1.5 pages (including the writing prompts) typically have not addressed the questions adequately. Type in space below each question.

.

1. What interests you about: (answer both a and b below)
   1. research (or creative activity) ***in general***?

(type response here)

* 1. your topic ***in particular****?*

(type response here)

1. What kinds of experiences (personal, professional, course-related, research (inside or outside of classroom), educational, etc.) have you had that you think prepare you to be successful in URGO’s summer research program?

(type response here)

1. Describe your educational and career goals as you see them at this time. If you are thinking in more than one direction feel free to share that information with the committee. How might this experience help you achieve your goals?

(type response here)

I certify that the information stated above is true and correct to the best of my knowledge and I further grant permission to URGO to access any of my educational records. I have read and agree to the URGO Summer Research Program expectations found here and in the information packet on the URGO website.

Student E-Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

**Faculty Nomination:**

To be completed by faculty:

* Please type information directly into the forms
* Expand space as necessary.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. For how long, and in what capacity do you know the student? Explain why you believe this student is prepared to carry out this proposed project and to meet expectations of the larger URGO research program (1-2 paragraphs).

(type response here)

1. Mentor availability is important to the training and growth of the student as a novice researcher and is taken into account when making selections. **Mentors are expected to meet with full-time mentees at least once per week for 10 of the 11 weeks and to be accessible via e-mail and/or phone in addition to weekly meetings. For 200-hour projects, mentors should meet with students once per 20 hours of student work.** Describe your availability from May 16th – July 31st:

(type response here)

1. Note times when you will be unavailable to meet with students (conferences, vacations, etc.) **and** plans for keeping the student and project on track during this time:

(type response here)

**By forwarding my student’s application to** [**urgo@augsburg.edu**](mailto:urgo@augsburg.edu)**, I agree to serve as a faculty mentor for the URGO 2019 Summer Research Program. I have read and agree to fulfill the mentor responsibilities listed on the Phase 1 application and in the Summer Research Information Packet. I believe the student has the aptitude, motivation and persistence it takes to successfully complete the program.**